

## **CERTIFICATION**

All copies of original documents must be clearly authorised as true copies of the original by an appropriate person ie: a person or agency recognised by law of the country the documents are certified in.

In Australia, people who are authorised to certify copies are:

- Justices of the Peace (JP)
- Legal practitioners (including Clerks of the Court and Chamber Magistrates)
- Admissions officers of all Australian universities
- Officers of State and Territory Overseas Qualifications Units
- Outside Australia a person or agency qualified to certify documents for a visa/passport application would be appropriate. PLEASE NOTE - WE NOT ACCEPT CERTIFICATION FROM MIGRATION AGENTS.

To have copies certified, both the original and the copy of the document must be presented to the person carrying out the certification. Each copy of the document must be certified separately and must show clearly:

- the words "**certified true copy of the original**"
- the signature of the certifying officer; and
- the name and address or provider/registration number (where applicable) of the certifying officer legibly printed below the signature. It must be possible, from the details provided, for DAA to contact the certifying officer if necessary.