

To get certified copies of your documents:

- **Print photocopies of the original documents**
- **Take the photocopies together with the original documents to an authorised person(s) for certification.**

An Authorised persons need to be:

- A Justice of the Peace or a Bail Justice
- A Notary Public
- A barrister and solicitor of the Supreme Court
- A clerk to a barrister and solicitor of the Supreme Court [barristers' clerk]
- The Prothonotary or a Deputy Prothonotary of the Supreme Court
- The Registrar or Deputy Registrar of the County Court
- The Principal Registrar of the Magistrates' Court
- The Registrar or Deputy Registrar of the Magistrates' Court
- The Registrar of Probates or an Assistant Registrar of Probates
- The Associate to a Judge of the Supreme Court or of the County Court
- The Secretary of a Master of the Supreme Court or of the County Court
- A person registered as a Patent Attorney under Part XV of the Patents Act 1952 of the Commonwealth
- A member of the police force
- The sheriff or a deputy sheriff
- A member or a former member of either House of the Parliament of Victoria
- A member or a former member of either House of the Parliament of the Commonwealth
- A councillor of a municipality
- A senior officer of a Council as defined in the Local Government Act 1989
- A registered medical practitioner within the meaning of the Medical Practice Act 1994
- A dentist
- A veterinary practitioner
- A pharmacist
- A principal in the [government] teaching service
- The [branch] manager of a bank
- A member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants
- The secretary of a building society
- A minister of religion authorised to celebrate marriages [not a civil celebrant]
- A person employed under Part 3 of the Public Sector Management and Employment Act 1998 with a classification that is prescribed as a classification for statutory declarations or who holds office in a statutory authority with such a classification
- A fellow of the Institute of Legal Executives.

The above list is for Victoria, but there are many similarities in other States.

For a full Commonwealth list please go to <https://www.legislation.gov.au/Details/F2006C00248>