

How to have a document certified

To have a document certified, you should make a photocopy of the original document and take the original and the copy to an authorised person. An authorised person under the Victorian Evidence Act 1958 – Section 107A is:

- a public notary
- a justice of the peace or a bail justice
- a barrister and solicitor of the Supreme Court
- the prothonotary or a deputy prothonotary of the Supreme Court
- the registrar of a deputy registrar of the County Court
- the principal registrar of the Magistrates' Court or a *registrar of 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 registered patent attorney
- a member of the police force
- the sheriff or a deputy sheriff
- a member or former member of either House of the Parliament of Victoria
- a member or former member of either House of the Parliament of the Commonwealth
- a councilor of a municipality
- a senior officer of a Council
- a registered medical practitioner
- a registered dentist
- a veterinary practitioner
- a pharmacist
- a principal in the Victorian government teaching service
- the 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
- a Victorian public servant with authorisation to sign statutory declarations
- a fellow of the Institute of Legal Executives (Victoria)

The person must write on the document, "I have sighted the original document and certify this to be a true copy of the original." The person should then sign the document and provide their designation for example, "Pharmacist".