

FAQ - CERTIFIED COPIES FOR YOUR ACBC ONLINE ENROLMENT

Guidelines for the certification of documents

The following is a guide to help you prepare your certified documents correctly. Certified documents are copies of important documents which need to be certified as true copies of the originals by a person authorised to do so.

At certain stages of the application process, you will be asked to produce 'certified documents'. These are copies of important documents which need to be certified as true copies of the originals by a person authorised to do so.

The following is a guide to help you prepare your certified documents correctly.

A **certified** copy is a copy (often a photocopy) of a primary document that has on it an endorsement or certificate that it is a true copy of the primary document. It does not certify that the primary document is genuine, only that it is a true copy of the primary document.

Who can certify a copy?

It is usual for documents to be certified by a person who is authorised as a witness for statutory declarations under *Statutory Declarations Regulations 1993– Schedule 2*. This schedule provides a wide range of authorised occupations and office holders who may certify a document, so finding a suitable person should not normally present a significant difficulty. These include people like a Pharmacist, a Justice of the Peace (JP); a Police Officer; a Doctor; a Nurse; a Bank Manager.

You can find a JP through the following link:

<http://www.jp.nsw.gov.au/justices-of-the-peace/finding-a-jp>

You should not be charged a fee for certification of copies by a JP or approved person, however you may need to make an appointment to fit in with their availability.

REMEMBER: You must take the original documents with you to show the certifier or they will not sign the copy.

You are not required to have a statutory declaration signed but require that the person certifying the copy as true has the qualifications to sign a statutory declaration.

What sort of things will I need to have certified for my ACBC Online application?

You may need a copy of your passport, HSC Qualification, other qualifications; VISA; Driver's license; Tax File Number; Unique Student Identifier (USI) etc.

Can I send documents that are certified?

To finalise your application and enrolment, we need to receive certified copies. However, to fast-track your application you can send us non-certified copies or take photos of your document and then send certified copies as soon as possible. Remember, you will not be able to start your course unless we have the certified copies.

How do I obtain a certified copy?

Before certifying a document, the certifier must ensure the copy to be certified is an identical copy of the original. Suggested wording for the certification is as follows:

I certify that this is a true copy of the document produced to me on (DATE)

Signature

Name

Qualification (e.g. JP, Pharmacist)

Documents in languages other than English

A certifier should not certify a document in a language other than English unless they can be sure that the original and the copy are identical. A solution to this is to have the original photocopied in the presence of the certifier.

Multiple page documents

If the original is a multiple page document, each page must be checked against the copy to ensure that it is correct. The certifier can then proceed as follows:

- Sign or initial each page
- Certify the last page as follows:
 - **I certify that this page document is a true copy of the document produced to me on**
Signature
Name
Qualification (e.g. JP, Pharmacist)