

## Persons Authorised to Certify Copy Documents in Victoria

:

- A member of the CPA Australia or the Institute of Chartered Accountants in Australia or the National Institute of Accountants
- A fellow of the Institute of Legal Executives (Victoria).
- 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 a Deputy Registrar of the County Court, the Principal Registrar of the Magistrates' Court or a 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
- 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

The appropriate wording to write on each copied document is:

"I, [*insert name*] certify that this is a true and correct copy of the original document sighted by me, [*insert date*]"

(The person certifying the documents will also need to see the original documents).