

Certification Guidelines

Sydney Institute of Higher Education Pty Ltd

ABN 49 618 742 813

CRICOS provider number: 03866C

What is a certified document/photocopy?

Supporting documents must be provided to Sydney Institute of Higher Education (SI) as either original documents (ie original transcripts) or certified copies. A certified copy is a photocopy of the original that has been 'certified' as a true copy of the original by a Justice of the Peace (JP) or an authorised officer.

Who can certify a document?

An authorised officer may be a Justice of Peace (JP) or anyone who is currently employed as one of the following in Australia:

- A member SI's Executive Management Team
- an accountant - member of the Institute of Chartered Accountants in Australia, or CPA Australia, or the National Institute of Accountants (NIA), the Association of Taxation and Management Accountants or Registered Tax Agents
- a bank manager, but not a manager of a bank travel centre
- a credit union branch manager
- a commissioner for declarations
- a barrister, solicitor or patent attorney
- a police officer
- a postal manager
- a principal of an Australian secondary college, high school or primary school
- a pharmacist
- a medical practitioner or specialist
- a registered nurse
- a defence force officer.

They must include their professional registration number when certifying your documents and the person certifying the photocopies must not be related to you.

How should the authorised officer verify each document?

The authorised officer must:

- write 'I certify this to be a true copy of the document shown and reported to me as the original'
- sign
- print their name, address, contact number, profession or occupation or organisation and the

date verified

- include the official stamp or seal of the verifier's organisation on the copy, if the organisation has such a stamp.

In addition, a Justice of the Peace must also print:

- their registration number
- the state in which they're registered as a Justice of the Peace.

How to certify documents when you are overseas

Please visit: smartraveller.gov.au/services/legalising-documents.html for further information.

End of document: "Certification Guidelines"

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