

# complete list of people who can certify your documents



A document will only be acceptable as a certified copy for these purposes if it has been certified as a true copy of the original document by one of the people in the list below.

## Persons in the following occupations

- Architect
  - Chiropractor
  - Dentist
  - Financial adviser or financial planner
  - Legal practitioner
  - Medical practitioner
  - Midwife
  - Migration agent registered under Division 3 of Part 3 of the Migration Act 1958
  - Nurse
  - Occupational therapist
  - Optometrist
  - Patent attorney
  - Pharmacist
  - Physiotherapist
  - Psychologist
  - Trade marks attorney
  - Veterinary surgeon
- A person who is a:
- Accountant who is:
    - a fellow of the National Tax Accountants' Association; or
    - a member of any of the following:
      - Chartered Accountants Australia and New Zealand;
      - the Association of Taxation and Management Accountants;
      - CPA Australia;
      - the Institute of Public Accountants
  - Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
  - APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item of this Part
  - Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
  - Bailiff
  - Bank officer with 5 or more continuous years of service
  - Building society officer with 5 or more years of continuous service
  - Chief executive officer of a Commonwealth court
  - Clerk of a court
  - Commissioner for Affidavits
  - Commissioner for Declarations
  - Credit union officer with 5 or more years of continuous service
  - Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified in another item in this Part
  - Employee of the Australian Trade and Investment Commission who is:
    - in a country or place outside Australia; and
    - authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
    - exercising the employee's function at that place
  - Employee of the Commonwealth who is:
    - at a place outside Australia; and
    - authorised under paragraph 3 (c) of the Consular Fees Act 1955; and
    - exercising the employee's function at that place
  - Engineer who is:
    - a member of Engineers Australia, other than at the grade of student; or
    - a Registered Professional Engineer of Professionals Australia; or
    - registered as an engineer under a law of the Commonwealth, a State or Territory; or
    - registered on the National Engineering Register by Engineers Australia
  - Finance company officer with 5 or more years of continuous service
  - Holder of a statutory office not specified in another item of this Part
  - Judge
  - Justice of the Peace
  - Magistrate
  - Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961

## complete list of people who can certify your documents (continued)

- Master of a court
- Member of the Australian Defence Force who is:
  - an officer; or
  - a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or
  - a warrant officer within the meaning of that Act
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Governance Institute of Australia Ltd
- Member of:
  - the Parliament of the Commonwealth; or
  - the Parliament of a State; or
  - a Territory legislature; or
  - a local government authority
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- Notary public, including a notary public (however described) exercising functions at a place outside:
  - the Commonwealth; and
  - the external Territories of the Commonwealth
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office providing postal services to the public
- Permanent employee of:
  - a State or Territory or a State or Territory authority; or
  - a local government authority; with 5 or more years of continuous service, other than such an employee who is specified in another item of this Part
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior executive employee of a Commonwealth authority
- Senior executive employee of a State or Territory
- SES employee of the Commonwealth
- Sheriff
- Sheriff's officer
- Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution.

### The following people can certify copies for overseas residents:

- a judge of a court
- a registrar or deputy registrar of a court
- a police officer
- an Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955).
- Employee of the Australian Trade Commission who is:
  - in a country or place outside Australia; and
  - authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and exercising his or her function in that place in a country or place outside Australia; and authorised by the Secretary of the Department
- Employee of the Commonwealth who is:
  - in a country or place outside Australia; and
  - authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
  - exercising his or her function in that place.

For more information: See Schedule 2 of the *Statutory Declarations Regulations 2018 - 'Persons before whom a Statutory Declaration can be made'*, at [www.legislation.gov.au](http://www.legislation.gov.au)

## contact us

[hesta@hesta.com.au](mailto:hesta@hesta.com.au) | 1800 817 327 | Locked Bag 5136, Parramatta NSW 2124 | [hesta.com.au](http://hesta.com.au)