



Authorised Persons

All copied pages of your original documents need to be certified as true copies.

How to get a document certified

The person who is authorised to certify documents must sight the original and the copy to ensure that both documents are identical, then certify that all pages are true copies by writing or stamping 'certified true copy' followed by their signature, printed name, business hours telephone number, qualification (e.g. Justice of the Peace, Australia Post Office manager), registration number (if applicable) and the date.

Below are lists of some of the people authorised to certify documents and witness Statutory Declarations. For the full lists, contact us on **1800 222 071**.

Who can certify your identification documents?

- ▶ a TWUSUPER Client Relations Officer or other person with 2 or more continuous years of service with one or more organisations holding an Australian Financial Services Licence
- ▶ a person falling within any of the following categories:
 - police officer, Sheriff or Sheriff's officer
 - teacher employed on a full-time basis at a school or tertiary education institution
 - accountant who is a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
 - Judge, Registrar, Deputy Registrar, Master or Clerk of a court, Magistrate, Justice of the Peace or Bailiff
 - Minister of religion or Marriage celebrant registered under Subdivision A or C of Division 1 of Part IV of the *Marriage Act 1961*
 - Notary Public
- ▶ a person licensed under a current State or Territory law to practise in any of the following occupations:
 - chiropractor
 - dentist
 - legal practitioner
 - medical practitioner
 - nurse
 - optometrist
 - patent or trade marks attorney
 - pharmacist
 - physiotherapist
 - psychologist
 - veterinary surgeon

Call us on **1800 222 071** for help over the phone or to arrange for one of our Client Relations Officers to visit you at a time and place to suit you.

Who can witness a Statutory Declaration?

A Statutory Declaration under the *Statutory Declarations Act 1959* may be made before:

- ▶ a person who is currently licensed or registered under a law to practise in one of the following occupations:
 - chiropractor
 - dentist
 - legal practitioner
 - medical practitioner
 - nurse
 - optometrist
 - patent or trade marks attorney
 - pharmacist
 - physiotherapist
 - psychologist
 - veterinary surgeon
- ▶ a person who is listed on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described)
- ▶ a person who is in the following list:
 - agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
 - bank officer with 5 or more continuous years of service
 - finance company officer with 5 or more years of continuous service
 - Justice of the Peace
 - member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
 - Notary Public
 - permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
 - police officer
 - teacher employed on a full-time basis at a school or tertiary education institution.

Any other person with authority in the State or Territory in which the declaration is made may also take the declaration.

> Low fees > All benefits to members > No commissions