



Information Fact Sheet 3 - Certifying Copies of Documents

What is a certified copy?

Frequently, several people or organisations need to hold a particular document. For instance, a prospective employer may require proof that a person holds a qualification required for a position. The original document would normally be retained by the owner, so a photocopy may be accepted by the employer if it is certified as a true copy.

Who can certify a copy?

There is no legislation in Western Australia that stipulates either how to certify a copy of a document or who can do it. However, it is usual for documents to be certified by a person who is authorised as a witness for statutory declarations under Schedule 2 of the *Oaths, Affidavits and Statutory Declarations Act 2005*.

How do I certify a copy?

Before certifying a document, you must ensure that the copy to be certified is an identical copy of the original. A 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, State/Commonwealth Public Servant,
Police Officer, Nurse etc.)**

Registration Number (if applicable)

The person certifying the document is stating their opinion that the document is a true copy, not that the original document is authentic. Certifying a copy does not in any way 'authenticate' either the copy or the original document.

Documents in languages other than English

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

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. You can then proceed as follows:

- Sign or initial each page
- Number each page of the copy as 'page 1 of 40', 'page 2 of 40' and so on
- Certify the last page as follows:

I certify that this <number of pages> page document, each page of which I have numbered and signed/initialled, is a true copy of the document produced to me on <date>.

Signature

Name

Qualification (e.g. JP, Pharmacist, State/Commonwealth Public Servant, Police Officer, Nurse etc.)

Registration Number (if applicable)

For more information on this Fact Sheet, please refer to the Justice of the Peace Handbook available on www.dotag.wa.gov.au. Alternatively, you may contact:

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