

## Persons Authorised to Certify Documentation

In a situation where you are unable to bring your original 100 points of ID to be physically sighted by the organisation, you may have copies officially certified by a person listed below. Documents only need to be certified if you are unable to provide the original documents to the organisation performing the check.

1. Only persons holding positions identified below are authorised to certify documentation for the undertaking of a National Police History Check (NPHC). The exception to the list is where a potential conflict of interest may arise, such as certifying a family members identification
  2. Authorised persons, in certifying a NPHC document, MUST:
    1. Sight ORIGINAL documentation
    2. Verify that the photocopy is a true and accurate record of the original document
    3. Verify that the photographic identification is a true and accurate likeness of the applicant
    4. Declare on the document to be signed that it is a 'true and accurate record of the original document'
    5. Sign and date each photocopy as a true and accurate record of the original document
    6. Print your name and position (authorised position – below) on each document to be certified
  3. Applicants must ensure that documents must be certified in accordance with the above
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| - Australian Lawyer (Legal Profession Act 2004) | - Justice of the Peace, Bail Justice or Register of the magistrate's Court  |
| - Registered Medical Practitioner               | - Permanent employee of Australia Post with 5 or more years continuous service  |
| - Pharmacist                                    | - Permanent employee with 5 or more years of continuous service of: <ul style="list-style-type: none"><li>(a) the Commonwealth or a Commonwealth authority; or</li><li>(b) a State or Territory or a State or Territory authority; or</li><li>(c) a local government authority;</li></ul> |
| - Member of the police force                    | - Senior Executive Service employee of: <ul style="list-style-type: none"><li>(a) the Commonwealth or a Commonwealth authority; or</li><li>(b) a State or Territory or a State or Territory authority</li></ul>   |
| - Principal/teacher in the teaching service     | - Accountant (member of the ICA, ASA or NIA)  |
| - Registered Nurse                              | - Bank manager or employee with 5 or more years of continuous service   |
| - Secretary of building society                 | - Minister of Commonwealth or State Parliament  |
| - Councillor of a Municipality                  | - Casino special employee   |
| - Public Notary                                 |   |
| - Veterinary Practitioner                       |   |
| - Registered Dentist (Dental Practice Act 1999) |   |