

## Providing certified copies of Certificates and Statements of Attainment

When applying for recognition of a Certificate or Statement of Attainment obtained from another Registered Training Organisation, Training Services Australia may request that you provide a certified copy of the document.

Please note that it is not generally necessary to provide a certified copy if a Training Services Australia staff member has sighted the original document and taken a copy for our records.

### What is a certified copy?

A certified copy is a copy of an original document that has been verified as being a true copy after the original document has been sighted by an authorised person.

### How can I get a document certified?

To have a document certified, you should take the original and a copy to an authorised person. The person must then write on every page of the copy document a statement such as:

"I have sighted the original document and certify this to be a true copy of the original produced to me on <insert date>."

The person should sign and date each statement and provide their designation and their contact telephone number.

#### Example:

I have sighted the original document and certify this to be a true copy of the original produced to me on 1/01/2015.

Name:	Joe Bloggs	Signature:	<i>JBloggs</i>
Designation:	Pharmacist	Contact number:	0419 999 999

### Who is authorised to certify documents

Documents may be certified by those who are authorised to witness statutory declarations (under the Commonwealth Statutory Declarations Act 1959). These include:

- Accountant (Chartered or Certified)
- Clerk of a Court
- Commissioner for Affidavits
- Commissioner for Declarations
- Dentist
- Justice of the Peace
- Legal Practitioner
- Magistrate
- Medical Practitioner
- Nurse
- Pharmacist
- Police Officer
- Post Office Manager
- Sheriff or Sheriff's Officer
- Teacher
- Veterinary Surgeon

### How to certify multiple page documents

If the document contains many pages, the certifying person may use the following approach:

1. Check each page against the original to ensure that it is correct
2. Sign or initial each page
3. Number each page of the copy using the following convention – ‘page 1 of 10, page 2 of 10, etc’
4. Certify the last page with a statement such as the following:

“I certify that this 10 page document, each page of which I have sighted, numbered and initialled, appears to be a true copy of the document produced to me on <insert date>”

The person should sign and date each statement and provide their designation and their contact telephone number.

**Example:**

“I certify that this 10 page document, each page of which I have sighted, numbered and initialled, appears to be a true copy of the document produced to me on 1/01/2015.”

Name: Joe Bloggs

Signature: *JBloggs*

Designation: Pharmacist

Contact number: 0419 999 999