

# Providing certified documentary evidence

## Course application supporting documentation

When you apply to study at ALC, you need to obtain and submit all supporting documentary evidence for all course prerequisites. This may include (but is not limited to) certified evidence of identification, awards, certificates, qualifications or English language proficiency achievements claimed in your application.

### How to get a document certified

- Make a photocopy of the original document.
- Take **the original and the copy** to a person authorised to witness statutory declarations in your country, state or territory.
- The person must make the following written statement on every page:

**I have sighted the original document and certify this to be a true copy of the original.**

- The person must then sign each statement and provide their designation (e.g. Pharmacist), taking care that the certification does not obscure any of the text on the copy.

Applicants who obtain certified documentary evidence while interstate or overseas must have their documents certified by a person authorised to do so in that state, territory or country.

### List of authorised witnesses

ALC accepts documentary evidence certified by the following persons, who are authorised under the Australian Commonwealth *Statutory Declarations Act 1959* to witness statutory declarations. See more at <https://www.ag.gov.au/legal-system/statutory-declarations/who-can-witness-your-statutory-declaration> or refer to [Statutory Declarations Regulations 2018](#).

1. These people can witness your statutory declaration if they are licenced in Australia. Or, if they are registered to practice their work in Australia.
  - architects
  - chiropractor
  - dentist
  - financial adviser and financial planner
  - legal practitioner, with or without a practicing certificate
  - medical practitioner
  - midwife
  - migration agent registered under division 3 of part 3 of the *Migration Act 1958*
  - nurse
  - occupational therapists
  - optometrist
  - patent attorney
  - pharmacist
  - physiotherapist
  - psychologist
  - trade marks attorney
  - veterinary surgeon
2. A person is an approved witness if they are the roll of
  - the Supreme Court of a state or territory in Australia
  - the High Court of Australia as a legal practitioner

3. These people can witness your statutory declaration because they are a member of a professional body or organisation in Australia. Or, they work in a position connected to Australia.
- accountant who is:
    - a. a fellow of the National Tax Accountants' Association, or
    - b. a member of any of the following:
      - I. Chartered Accountants Australia and New Zealand
      - II. the Association of Taxation and Management Accountants
      - III. CPA Australia
      - IV. the Institute of Public Accountants
  - agent of the Australian Postal Corporation (Australia Post) who is in charge of an office supplying postal services to the 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
  - 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 under *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
  - engineer who is:
    - a. a member of Engineers Australia but not a student
    - b. a Registered Professional Engineer of Professionals Australia
    - c. registered as an engineer under a law of the Commonwealth, a state or territory, or
    - d. 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 in this list
  - judge
  - Justice of the Peace
  - magistrate
  - marriage celebrant registered under the *Marriage Act 1961*
  - master of a court
  - member of the Australian Defence Force who is:
    - a. an officer; or
    - b. a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
    - c. 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:
    - a. the parliament of the Commonwealth
    - b. the parliament of a state
    - c. a territory legislature

- d. a local government authority
- minister of religion registered under the *Marriage Act 1961*
- notary public , including a notary public (however described) exercising functions at a place outside:
  - a. the Commonwealth, and
  - b. the external territories of the Commonwealth
- permanent employee of a state or territory, or a state or territory authority , with 5 or more years of continuous service, other than such an employee who is specified in another item of this Part
- permanent employee of a local government authority with 5 or more years of continuous service, other than such an employee who is not specified in another item in this list
- 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
- prison officer employed by the Commonwealth or a state, territory or local government authority with more than 5 years of continuous service
- registrar, or deputy registrar, of a court
- senior executive employee of a Commonwealth authority
- senior executive employee a state or territory authority
- SES employee of the Commonwealth
- sheriff
- sheriff's officer
- teacher employed
- full-time or part-time basis at a school or tertiary education institution

### **Justices of the Peace**

Find a Justice of the Peace in an Australian state or territory from information provided in the following websites:

- [Australian Government / Information and Services / Public Safety and Law/ Justices of the Peace](#)
- [Find a Justice of the Peace in Australia](#)

### **Fees for witnessing a statutory declaration**

It's up to your approved witness if they want to charge you a fee for their service.

A Justice of the Peace, however, cannot charge a fee to witness a statutory declaration.

### **Who cannot witness your statutory declaration**

You cannot witness your own statutory declaration, even if you are an approved witness.

A person who was an approved witness but has retired or changed to an occupation that is not listed above is not an approved witness. For example, a retired teacher cannot witness a Commonwealth statutory declaration.

This **does not apply** to someone who is on the roll of the Supreme Court or the High Court. They will be on the roll for life unless they have been removed.