

### HOW TO CERTIFY DOCUMENTS

Avondale University (Avondale) may request a certified copy of your document(s) to support your application to study. A certified copy is a photocopy of the original document that has been 'certified' as being a true copy by a Justice of the Peace (JP) or an authorised officer.

### Who can certify a document?

An authorised officer may be a Justice of the Peace (JP) or anyone currently employed as one of the following in Australia:

- | a staff member within Avondale Student Administration Services (on-campus at Lake Macquarie)
- | a staff member within the School of Nursing (on-campus at Wahroonga)
- | the administration office at any TAFE college
- | an interstate tertiary admissions centre
- | the official records department of the institution that initially issued the document(s)
- | an Australian overseas diplomatic mission
- | an accountant who is either a registered tax agent or a member of any of the following groups:
  - / Institute of Chartered Accountants in Australia
  - / Australian Society of Certified Practising Accountants National Institute of Accountants (NIA)
  - / Association of Taxation and Management Accountants or Registered Tax Agents
- | a bank manager, but not a manager of a bank travel centre
- | a credit union branch manager
- | a commissioner for declarations
- | a barrister, solicitor or patent attorney
- | a police officer with the rank of sergeant and above
- | a postal manager
- | a principal of an Australian secondary college, high school or primary school
- | a pharmacist
- | a medical practitioner or specialist
- | a registered nurse
- | a Commissioner for Declarations
- | a commissioned defence force officer
- | Currently registered Justice of the Peace

### Note:

- | Some participating institutions may charge for making certified copies
- | The authorising officer must not be related to you
- | If you are an authorised officer, you are not permitted to certify your documents

*Continued overleaf...*

### How do I get my documents certified?

The Justice of the Peace (JP) or authorised officer must inspect both the original document and the photocopy to satisfy that the papers are identical. On every page, the Justice of the Peace (JP) or an authorised officer must:

1. write 'I certify this to be a true copy of the original document shown and reported to me as an original';
2. sign the document;
3. print their full name, address, contact telephone number, job title, profession or organisation and professional registration number;
4. include the official stamp or seal of the verifier's organisation on the copy, if obtainable;
5. the date of certification.

### In addition, a Justice of the Peace must also print

- | their registration number
- | the state/territory in which they are registered as a Justice of the Peace

### How to certify documents when you are overseas?

Avondale will accept copies certified by employees of one of the following:

- | Australian Overseas Diplomatic Mission
- | Australian Educational Centres
- | Public Notary Office
- | the administration of the institution that initially issued the document(s)
- | an Australian university

For more information, please visit: <https://smartraveller.gov.au/services/legalising-documents/pages/overseas.aspx>

### Translating your documents

Documents not in English must be officially translated and submitted together with certified copies of supporting documents. Officers authorised to translate official documents into English include:

- | National Accreditation Authority for Translators and Interpreters
- | The institution where you completed your studies
- | Public notary (for some countries, e.g. India and China)

### Privacy notice

Avondale will take steps to ensure documents that have been certified are authentic using the contact details provided by the authorised officer if we believe the certification may be in question.

### For more information

Contact Student Administration Services by calling +61 4980 2377  
or email us at [studentadmin@avondale.edu.au](mailto:studentadmin@avondale.edu.au)