

## HOW TO HAVE A DOCUMENT CERTIFIED

**Make a photocopy of the *original* document and take the original and the copy to one of the people listed below. 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.***

*They must then sign each statement and provide their designation, e.g. Police Officer*

### **PERSONS AUTHORISED TO WITNESS STATUTORY DECLARATIONS UNDER THE VICTORIAN EVIDENCE (MISC. PROVISIONS) ACT 1958 – SECTION 107A**

- a justice of the peace or a bail justice
- a public notary
- An Australian lawyer (within the meaning of the [Legal Profession Act 2004](#))
- a clerk to an Australian lawyer
- the prothonotary or a deputy prothonotary of the Supreme Court
- the registrar or a deputy registrar of the County Court
- the principal registrar of the Magistrates' Court or a registrar of deputy registrar of the Magistrates' Court
- the registrar of probates or an assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the associate of an Associate Judge of the Supreme Court or of an associate judge of the County Court
- a person registered as a patent attorney under Chapter 20 of the [Patents Act 1990](#) of the Commonwealth
- a member of the police force
- the sheriff or a deputy sheriff
- a member or former member of either House of the Parliament of Victoria
- a member or former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a Council as defined in the [Local Government Act 1989](#);
- a registered medical practitioner registered under the [Health Professions Registration Act 2005](#)
- a registered dental practitioner registered under the [Health Professions Registration Act 2005](#)
- a veterinary practitioner
- a pharmacist registered under the [Health Professions Registration Act 2005](#)
- a principal in the teaching service
- the manager of an authorised deposit-taking institution
- a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages
- a person employed under Part 3 of the [Public Administration Act 2004](#) with a classification that is prescribed as a classification to which this section applies or who holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria)

**Applicants who complete this form while interstate or overseas must have their documents certified by a person authorised to do so in that State, Territory or country.**