Identification and Verification – Certification of Documents



Below is a comprehensive list of prescribed persons who are authorised to certify copies of identification documents for the purposes of Anti-Money Laundering and Counter-Terrorism Financing laws.

List of persons authorised to certify true copies of original documents for customers in Australia.

- 1 A person who, under a law in force in a State or Territory, is currently licensed or registered to practise in one of the following occupations:
 - · Chiropractor
 - Dentist
 - · Legal practitioner
 - · Medical practitioner
 - Nurse
 - Optometrist
 - · Patent attorney
 - Pharmacist
 - · Physiotherapist
 - · Psychologist
 - · Trademarks attorney
 - Veterinary surgeon
- 2 A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described)
- 3 An officer with, or authorised representative of, a holder of an Australian financial services licence (AFSL), having 2 or more years of continuous service with one or more licensees
- 4 An officer with, or a credit representative of, a holder of an Australian credit licence (ACL), having 2 or more years of continuous service with one or more licensees
- 5 Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- 6 Australian Consular Officer, within the meaning of the Consular Fees Act 1955. This includes a person appointed to hold or act in any of the following offices of the Commonwealth (of Australia) in a country or place outside Australia:
 - · Consul-General
 - Consul
 - Vice-Consul
 - Trade Representative
 - · Consular Agent
- 7 Australian Diplomatic Officer, within the meaning of the Consular Fees Act 1955. This includes a person appointed to hold or act in any of the following offices of the Commonwealth (of Australia) in a country or place outside Australia:
 - Ambassador
 - · High Commissioner
 - Minister
 - · Head of a Mission
 - Commissioner
 - · Charge d'Affaires
 - · Counsellor, Secretary or Attache at an Embassy, High Commissioner's office, Legation or similar
- 8 Bailiff
- 9 Bank officer with 2 or more continuous years of service
- 10 Building society officer with 2 or more years of continuous service
- 11 Chief executive officer of a Commonwealth court
- 12 Clerk of a court
- 13 Commissioner for Affidavits
- 14 Commissioner for Declarations
- 15 Credit union officer with 2 or more years of continuous service
- 16 Employee of the Australian Trade and Investments Commission who is:
 - in a country or place outside Australia; and
 - authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
 - · exercising his or her function in that place

- 17 Employee of the Commonwealth who is:
 - · in a country or place outside Australia; and
 - authorised under paragraph 3 (c) of the Consular Fees Act 1955; and
 - · exercising his or her function in that place
- 18 Fellow of the National Tax Accountants' Association
- 19 Finance company officer with 2 or more years of continuous service
- 20 Holder of a statutory office not specified in another item on this list
- 21 Judge of a court
- 22 Justice of the Peace
- 23 Magistrate
- 24 Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
- 25 Master of a court
- 26 Member of Chartered Secretaries Australia
- 27 Member of Engineers Australia, other than at the grade of student
- 28 Member of the Association of Taxation and Management Accountants
- 29 Member of the Australian Defence Force who is:
 - · an officer; or
 - a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 2 or more years of continuous service; or
 - a warrant officer within the meaning of the Defence Force Discipline Act 1982
- 30 Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants
- 31 Member of:
 - the Parliament of the Commonwealth; or
 - · the Parliament of a State; or
 - · a Territory legislature; or
 - · a local government authority of a State or Territory.
- 32 Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- 33 Notary public
- 34 Permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public
- 35 Permanent employee of:
 - the Commonwealth or a Commonwealth authority; or
 - · a State or Territory or a State or Territory authority; or
 - · a local government authority;

with 2 or more years of continuous service and the person is not already specified in another item on this list

- 36 Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- 37 Police officer
- 38 Registrar, or Deputy Registrar, of a court
- 39 Senior Executive Service employee of:
 - the Commonwealth or a Commonwealth authority; or
 - · a State or Territory or a State or Territory authority
- 40 Sheriff
- 41 Sheriff's officer
- 42 Teacher employed on a full-time basis at a school or tertiary education institution
- 43 Member of the Australasian Institute of Mining and Metallurgy

List of persons authorised to certify true copies of original documents for customers outside Australia.

- 1 A legal practitioner who holds a current practicing certificate under a law in force in a State or Territory in Australia
- 2 Commonwealth Bank of Australia officers at offshore branches with 2 or more years continuous service with Commonwealth Bank of Australia
- 3 Officers of any other Australian bank or other Australian financial institution that holds either an AFSL or ACL (being either a bank, building society or credit union) or Australian finance company with offices outside Australia where the officer has 2 or more years' service with the relevant Australian financial institution or the relevant Australian finance company
- 4 A judge, magistrate, registrar or deputy registrar of an overseas court

- 5 An Australian consular or diplomatic officer who holds one of the following positions:
 - · Consul-General
 - Consul
 - Vice-Consul
 - · Trade Representative
 - Consular Agent
 - Ambassador
 - · High Commissioner
 - Minister
 - · Head of a Mission
 - Commissioner
 - Charge d'Affaires
 - · Counsellor, Secretary or Attache at an Embassy, High Commissioner's office, Legation or similar.
- 6 A member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants with 2 or more years of continuous membership.
- 7 A person authorised as a notary public in a foreign country
- 8 Employee of the Australian Trade and Investment Commission who is:
 - in a country or place outside Australia; and
 - authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
 - · exercising his or her function in that place
- 9 Employee of the Commonwealth who is:
 - in a country or place outside Australia; and
 - authorised under paragraph 3 (c) of the Consular Fees Act 1955; and
 - exercising his or her function in that place.