

Certification of Documents Policy

All copies of the original documents must be certified by person(s) authorised to receive Affidavits or witness Statutory Declarations in Australia. For more information please refer to www.justice.vic.gov.au/justices.

The authorised person certifying the document(s) must include the following information in English Language (which must be legible).

The Certifier's:

- Full name
- Signature
- Address
- Telephone number
- Date of Certification
- Capacity in which they are eligible to certify and
- An official stamp or seal if applicable.

The certified copy must include the statement "I certify this is a true copy of the original document".

For photographic documents, the certified copy must include the statement, "I certify this is a true copy of the original document and the photograph is a true likeness".

A migration agent who is also a solicitor can certify documents for submission to ACWA but not for their own clients i.e. the client must not have nominated the migration agent as his or her representative on ACWA Skills Assessment application form.

Please Note: ACWA has a right to contact the certifier for more information if required.