

Application for qualification assessment

CERTIFYING DOCUMENTS

ACECQA requires certified colour copies of all original documents submitted as part of a qualification assessment application.

A certified document is a copy of an original document that has been signed by a person officially authorised to confirm that it is a true and accurate duplicate.

How to certify documents

To certify your documents you will need to take the original documents and color photocopies of your documents to a representative who is authorised to certify them. The authorised representative will sight the originals and the photocopies to ensure they are identical. The authorised representative must declare on each photocopy that it is a true copy of the original document.

Certified documents must:

- Be colour photocopies of the original document
- Be certified on each page of the document
- Certification must always be made on the front page of the document. Documents should never be certified on the blank page on the back of a document
- List the name, date of certification, position or registration number (if relevant) and have the stamp or seal of the authorised person (if relevant)
- The whole page must be visible, and all text must be legible
- The certification must be in English.

Who can certify my documents?

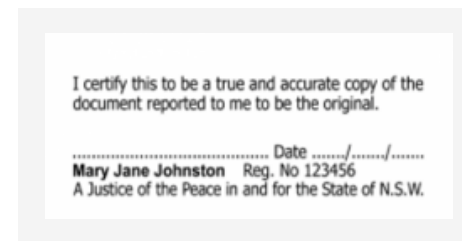
Authorised persons include, but are not limited to: a Justice of the Peace, a Solicitor, a Lawyer, a Police Sergeant, a Notary Public, a Registered Health Practitioner (e.g. Doctor, Pharmacist) or a Member of an Australian Embassy or Consulate.

If you are overseas, you can have your documents certified by an authorised person in your country. Anyone who can legally certify documents in your country can certify your documents for the purpose of your qualifications assessment.

The certification must be in English

Three different examples of what a certification looks like:

"This is a true and correct copy of the original document I have sighted"
Full Name, Occupation, Registration number 001100
Organisation, at 1 Number Two Street, City, State Country, Phone #
Signature
Date: 01 / 01 / 2025



If you have any questions about how to certify copies of your documents please contact ACECQA on 1300 422 327.