

# Guidance on Certifying Identification Documents



When applying for a Tyro product, you will be required to provide certified copies of your relevant identification documents. A certified copy means an identification document that has been certified as a true and correct copy of an original document.

To produce a certified copy, you should make a copy of the original document and take the original and the copy to an approved person (see below for who is an approved person).

If any document is written in a language other than English, it must be translated into English by an accredited translator. An ‘accredited translator’ is a person currently accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) at the level of Professional Translator, or above, to translate from a language other than English into English.

## Persons approved to certify copies of original documents

<b>Public servants</b>	<ul style="list-style-type: none"> <li>• Member of the Commonwealth Parliament</li> <li>• Member of a State Parliament</li> <li>• Member of a Territory legislature</li> <li>• Member of a local government authority</li> <li>• Police officer</li> <li>• Sheriff</li> <li>• Sheriff’s officer</li> <li>• An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public</li> <li>• Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)</li> <li>• Commissioner for Affidavits</li> <li>• Commissioner for Declarations</li> </ul>	<ul style="list-style-type: none"> <li>• Senior executive employee of a Commonwealth authority</li> <li>• Senior executive employee of a State or Territory</li> <li>• SES employee of the Commonwealth</li> <li>• A permanent employee of a State or Territory or State or Territory authority with 2 or more years of continuous service</li> <li>• A permanent employee of a local government authority with 2 or more years of continuous service</li> <li>• An Australian Public Service employee engaged on an ongoing basis with 2 or more years of continuous service</li> <li>• An employee of a Commonwealth authority engaged on a permanent basis with 2 or more years of continuous service</li> </ul>
<b>Court officers</b>	<ul style="list-style-type: none"> <li>• Judge</li> <li>• Magistrate</li> <li>• Registrar, or Deputy Registrar, of a court</li> <li>• Bailiff</li> </ul>	<ul style="list-style-type: none"> <li>• Chief Executive Officer of a Commonwealth court</li> <li>• Master of a court</li> <li>• Clerk of a court</li> </ul>
<b>A person licensed or registered to practice in an authorised profession</b>	<ul style="list-style-type: none"> <li>• Architect</li> <li>• Chiropractor</li> <li>• Dentist</li> <li>• Financial adviser or financial planner</li> <li>• Legal practitioner</li> <li>• Medical practitioner</li> <li>• Midwife</li> <li>• Migration Agent registered under Division 3 of Part 3 of the Migration Act 1958</li> </ul>	<ul style="list-style-type: none"> <li>• Nurse</li> <li>• Occupational therapist</li> <li>• Optometrist</li> <li>• Pharmacist</li> <li>• Physiotherapist</li> <li>• Psychologist</li> <li>• Veterinary surgeon</li> </ul>

<b>Other professions</b>	<ul style="list-style-type: none"> <li>Justice of the Peace</li> <li>Notary Public</li> <li>Marriage Celebrant who is registered under the Marriage Act 1961</li> <li>Minister of religion registered under the Marriage Act 1961</li> <li>Member of the Australian Defence Force who is: <ul style="list-style-type: none"> <li>an officer;</li> <li>a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 2 or more years of continuous service; or</li> <li>a warrant officer (as defined by the Defence Force Discipline Act 1982)</li> </ul> </li> <li>Member of the Australasian Institute of Mining and Metallurgy</li> <li>Member of the Governance Institute of Australia</li> <li>A person before whom a statutory declaration may be made under State or Territory legislation in which the declaration is made</li> </ul> <ul style="list-style-type: none"> <li>An Accountant who is: <ul style="list-style-type: none"> <li>a fellow of the National Tax Accountants' Association; or</li> <li>time or part time basis at a school or tertiary education institution</li> <li>a member of the Chartered Accountants Australia and New Zealand, the Association of Taxation and Management Accountants, CPA Australia or the Institute of Public Accountants.</li> </ul> </li> <li>An Engineer who is: <ul style="list-style-type: none"> <li>a member of Engineers Australia, other than at the grade of student; or</li> <li>a Registered Professional Engineer of Professionals Australia;</li> <li>registered as an engineer under a law of the Commonwealth, a State or Territory; or</li> <li>registered on the National Engineering Register by Engineers Australia.</li> </ul> </li> <li>Teacher employed on a permanent full</li> </ul>
<b>Other professions requiring 2 or more years of continuous service</b>	<ul style="list-style-type: none"> <li>Bank officer with 2 or more years of continuous service</li> <li>Building society officer with 2 or more years of continuous service</li> <li>Credit union officer with 2 or more years of continuous service</li> <li>Finance company officer with 2 or more years of continuous service</li> <li>A permanent employee of the Australian Postal Corporation who is employed in an office providing postal services to the public and who has 2 or more years of continuous service</li> <li>An officer with, or authorised representative of, a holder of an Australian Financial Services Licence, having 2 or more years of continuous service with one or more licensees.</li> <li>An officer with, or a credit representative of, a holder of an Australian Credit Licence, having 2 or more years of continuous service with one or more licensees.</li> </ul>

## Declaration

An approved person must make a declaration as follows on the certified copy:

<b>Single page document</b>	<ul style="list-style-type: none"> <li>Write: 'I certify this to be a true and correct copy of the original document sighted by me on [insert date the original document is sighted]'</li> <li>Sign the document</li> <li>Print your full name</li> <li>State your occupation and any registration number associated with your occupation (if applicable)</li> </ul>
<b>Multiple page document</b>	<ul style="list-style-type: none"> <li>Write: 'This is a true and correct copy of pages [refer to the page numbers of the original document that has been sighted] of the original document sighted by me on [insert date the original is sighted]'</li> <li>Sign the first page of the document</li> <li>Print your full name</li> <li>State your occupation and any registration number associated with your occupation (if applicable) on the first page of the document</li> <li>Sign or initial each page of the document subsequent to the first page</li> </ul>