



NSW Department of
Community Services

Approved guidelines for certification of documents under the *Children's Services Regulation 2004*

Some documents e.g. ID documents, qualifications etc. that have to be lodged with DoCS in connection with children's service licensing must be certified copies of the originals. These guidelines tell you what certification of a document involves.

Note: The certified document must have the original certification. The documents supplied can not bear copies of the certification.

Certification of documents

A document is duly certified if the person certifying the document meets the requirements to be a certifier specified below under the heading **The certifier** and the certification is done in the way specified below under the heading **The certification**.

The certifier – The person certifying a document must:

1. be a justice of the peace, or be currently employed in one of the following professional or occupation groups:
 - a. accountant who is a member of the Association of Taxation and Management Accountants, the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
 - b. barrister, solicitor or patent attorney
 - c. manager of a bank or credit union but not a manager of a bank travel centre
 - d. manager of a post office
 - e. police officer in charge of a police station or of the rank of sergeant or above
and
2. be contactable by telephone during normal working hours, and
3. not be related by birth or marriage to the person to whom the document relates.

The certification – The certifier must:

1. write on the document words to the effect that the document is a true copy of the original document which has been sighted by the certifier, and

2. sign the document, and
3. print the following on the document:
 - a. their name
 - b. a telephone number on which they can be contacted during normal working hours
 - c. if they are a justice of the peace, their registration number and state/territory of registration
 - d. if they are not a justice of the peace, their profession or occupation group (from the list mentioned in The certifier)
 - e. the date on which they are certifying the document,
and
4. if the certifier's organisation has an official stamp or seal, affix the stamp or seal to the document.