

CERTIFIED COPIES OF IDENTITY DOCUMENTS

Why does the Labour Hire Authority need certified documents?

Sometimes it is necessary to prove something with a document but it is not possible to give the original document for example, a birth certificate, passport or driver's licence.

The Labour Hire Authority (**Authority**) requires copies of correctly certified identity documents to enable the Authority to conduct a nationally coordinated criminal history check from the Australian Criminal Intelligence Commission.

The Authority wants to ensure the copy document is an accurate copy of the original document and therefore can be relied upon. The Authority is also required to confirm that you are who you say you are.

List of acceptable identity documents

Certified copies of proof of identity documents must be provided for each relevant person:

- one Commencement of Identity Document
- one Primary Use in the Community Document
- two Secondary Use in the Community Documents
- photo identification (if not otherwise provided)
- proof of previous names (if applicable).

A. Commencement of Identity Document

The following documents are Commencement of Identity Documents:

- a full Australian Birth Certificate (not an extract or birth card)
- a current Australian Passport (not expired)
- an Australian Visa current at time of entry to Australia as a resident or tourist
- an ImmiCard issued by Department of Home Affairs (previously the Department of Immigration and Border Protection) that assists the cardholder to prove their visa and/or migration status and enrol in services
- a certificate of identity issued by Department of Foreign Affairs and Trade (DFAT) to refugees and non-Australian citizens for entry to Australia
- a document of identity issued by DFAT to Australian citizens or persons who possess the nationality of a Commonwealth country, for travel purposes
- a certificate of evidence of resident status.

B. Primary Use in Community Document

The following documents are Primary Use in Community Documents:

- a current Australian driver licence, learner permit or provisional licence issued by a State or Territory, showing a signature and/or photo and the same name as claimed
- an Australian marriage certificate issued by a State or Territory (this does not include church or celebrant issued certificates)
- a current passport issued by a country other than Australia with a valid visa or valid entry stamp or equivalent
- a current proof of age or photo identity card issued by an Australian government agency in your name with a photo and signature
- a current shooter or firearm licence showing a signature and photo (not minor or junior permit or licence)

- for persons aged under 18 years of age with no other Primary Use in Community Documents, a current student identification card with a photo or signature.

C. Secondary Use in the Community Documents

Two of the identity documents must be 'Secondary Use in the Community Documents' and must not be expired. The following documents are Secondary Use in the Community Documents:

- Department of Foreign Affairs and Trade (DFAT) issued Certificate of Identity
- DFAT issued Document of Identity
- DFAT issued United Nations Convention Travel Document Secondary
- Foreign government issued documents (e.g. driver licence)
- Medicare Card
- Enrolment with the Australian Electoral Commission
- Security Guard/Crowd Control photo licence
- Evidence of right to an Australian government benefit (e.g. the Department of Veterans' Affairs or Centrelink)
- Consular photo identity card issued by DFAT
- Police Force Officer photo identity card
- Australian Defence Force photo identity card
- Commonwealth or state/territory government photo identity card
- Aviation Security Identification Card
- Maritime Security Identification Card
- Credit reference check
- Australian tertiary student photo identity document
- Australian secondary student photo identity document
- Certified academic transcript from an Australian university
- Trusted referees report
- Bank card
- Credit card.

How to certify a document and confirm who you are?

You need to do the following:

- Make a copy of the original identity document
- Find a person who is authorised to certify copies of original documents
- Give the authorised person the original identity document AND the copy of the identity document
- In the presence of the authorised person, sign the copy of the identity document that already has a signature (e.g. licence or passport)

An authorised person needs to do the following in your presence:

- Inspect the original document to ensure that it is an original document and inspect the copy to ensure it is identical to the original document
- Certify that each identity document is a true copy of the original
- Visually compare your face against a photograph on a verified identity document (e.g. licence or passport) and certify that the photograph is a true likeness of you
- Witness your signature and then confirm the same

Correctly certified documents will have all the following:

- A written or stamped statement by the authorised person on a single page photocopied document - **'Certified to be a true copy of the original seen by me'**

- On a multiple page document, the certification will be on the first page and every page will be signed, initialled and numbered eg. page 1 of 3
- A written statement by the authorised person on the copy of the photographic documentation with your signature (e.g. licence or passport) – ***'I certify that the photograph on the drivers licence OR passport is a true likeness of YOUR NAME and I have witnessed his OR her signature'***.
- A signature of the authorised person and their details including –
 - full name of authorised person
 - date of certification
 - profession or occupation with position number (if relevant)
 - the stamp or seal of the authorised person (if relevant) applied
 - professional address

Who is authorised to certify documents?

The list of occupations and professions that authorise people to certify documents include:

- lawyer
- medical practitioner
- dentist
- pharmacist
- veterinary surgeon
- accountant
- minister of religion authorised to celebrate marriages
- a justice of the peace or a bail justice
- migration agent
- bank manager
- financial adviser or financial planner
- police officer
- registrar or clerk of a Court
- nurse
- principal of a registered school
- registered marriage celebrant
- permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office providing postal services to the public
- VicRoads officer or employee with a classification of level 2 or above

For more information

For a complete list of people authorised to make certified copies in Victoria please visit:

<https://www.justice.vic.gov.au/certifiedcopies>

What if the authorised person makes a mistake when certifying the copy?

If the mistake is minor, unintended and does not materially affect the nature of what is being certified then the certified copy document will be valid despite the mistake.

An invalidly certified copy will need to be certified again by an authorised person.

The certification process is important because it is now an offence under the *Oaths and Affirmations Act 2018* (Vic) to present a false copy of a document for certification, and an offence to certify certain copies of documents. The maximum penalty for these offences is 5 years imprisonment.

If you are interstate or overseas

Applicants who are interstate or overseas must have their documents certified by a person authorised to do so in that State, Territory or country.