Providing certified documentary evidence

Course application supporting documentation

When you apply to study at ALC on the application for admission form, you will need to obtain and submit all supporting documentary evidence for all course prerequisites. This may include (but is not limited to) certified evidence of identification, awards, certificates, qualifications or English language proficiency achievements claimed in your application.

How to get a document certified

- Make a photocopy of the original document.
- Take the original and the copy to a person authorised to witness statutory declarations in your country, state or territory.
- The person must make the following written statement on every page:

  I have sighted the original document and certify this to be a true copy of the original.

- The person must then sign each statement and provide their designation (e.g. Pharmacist), taking care that the certification does not obscure any of the text on the copy.

Applicants who obtain certified documentary evidence while interstate or overseas must have their documents certified by a person authorised to do so in that state, territory or country.

List of authorised witnesses

ALC accepts documentary evidence certified by the following persons, who are authorised under the Australian Commonwealth Statutory Declarations Act 1959 to witness statutory declarations (http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx)

1. a person who is currently licensed or registered under a law to practise in one of the following occupations:
   - Chiropractor
   - Dentist
   - Legal practitioner
   - Medical practitioner
   - Nurse
   - Optometrist
   - Patent attorney
   - Pharmacist
   - Physiotherapist
   - Psychologist
   - Trade marks attorney
   - Veterinary surgeon

2. a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

3. a person who is in the following list:
   - Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
   - Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
   - Bailiff
   - Bank officer with 5 or more continuous years of service
   - Building society officer with 5 or more years of continuous service
• Chief executive officer of a Commonwealth court
• Clerk of a court
• Commissioner for Affidavits
• Commissioner for Declarations
• Credit union officer with 5 or more years of continuous service
• Employee of the Australian Trade Commission who is:
  a. in a country or place outside Australia; and
  b. authorised under paragraph 3(d) of the Consular Fees Act 1955; and
  c. exercising his or her function in that place
• Employee of the Commonwealth who is:
  a. in a country or place outside Australia; and
  b. authorised under paragraph 3(c) of the Consular Fees Act 1955; and
  c. exercising his or her function in that place
• Fellow of the National Tax Accountants' Association
• Finance company officer with 5 or more years of continuous service
• Holder of a statutory office not specified in another item in this list
• Judge of a court
• Justice of the Peace
• Magistrate
• Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the
  Marriage Act 1961
• Master of a court
• Member of Chartered Secretaries Australia
• Member of Engineers Australia, other than at the grade of student
• Member of the Association of Taxation and Management Accountants
• Member of the Australasian Institute of Mining and Metallurgy
• Member of the Australian Defence Force who is:
  a. an officer; or
  b. a non-commissioned officer within the meaning of the Defence Force Discipline
     Act 1982 with 5 or more years of continuous service; or
  c. a warrant officer within the meaning of that Act
• Member of the Institute of Chartered Accountants in Australia, the Australian Society of
  Certified Practising Accountants or the National Institute of Accountants
• Member of:
  a. the Parliament of the Commonwealth; or
  b. the Parliament of a State; or
  c. a Territory legislature; or
  d. a local government authority of a State or Territory
• Minister of religion registered under Subdivision A of Division 1 of Part IV of the
  Marriage Act 1961
• Notary public
• Permanent employee of the Australian Postal Corporation with 5 or more years of
  continuous service who is employed in an office supplying postal services to the public
• Permanent employee of:
  a. the Commonwealth or a Commonwealth authority; or
  b. a State or Territory or a State or Territory authority; or
  c. a local government authority;
     with 5 or more years of continuous service who is not specified in another item in
     this list
• Person before whom a statutory declaration may be made under the law of the State or
  Territory in which the declaration is made
• Police officer
• Registrar, or Deputy Registrar, of a court
• Senior Executive Service employee of:
  a. the Commonwealth or a Commonwealth authority; or
  b. a State or Territory or a State or Territory authority
• Sheriff
• Sheriff's officer
• Teacher employed on a full-time basis at a school or tertiary education institution

**Justices of the Peace**

To find a Justice of the Peace in an Australian state or territory, visit the relevant website from the list below:

• [Australian Government - Law and justice - Justices of the Peace](#)
• [Australian Capital Territory Government - Justice and Community Safety](#)
• [New South Wales Government - Lawlink](#)
• [Northern Territory Government - Department of the Attorney-General and Justice](#)
• [Queensland Government - Department of Justice and Attorney-General](#)
• [Government of South Australia - Attorney-General's Department - Justice of the Peace Services](#)
• [Tasmanian Government - Department of Justice](#)
• [Victorian Government - Department of Justice](#)
• [Government of Western Australia - Department of the Attorney-General - Court & Tribunal Services](#)