



# Information Fact Sheet 4

## Certifying Documents Printed from a Website

### **Documents Printed from a Website**

Increasingly, members of the public are presenting documents to Justices of the Peace, and other persons authorised to witness statutory declarations, requesting that a document printed from a website be certified or authenticated.

There is no legislation in Western Australia that stipulates either how to certify a copy of a document or who can do it. The general rule in respect to certifying a document as a true copy is that the person authenticating the document **must sight the original and the photocopy at the same time**. This is not possible in respect to documents printed from a web page.

Under these circumstances, the following two options are suggested as the safest approach to certify web generated documents.

### **Certification of web based documents by the owner of the website**

If the document is printed from the website of an organisation such as a bank, training provider, government department or business/corporate body, the printed copy could be presented to an authorised officer from that organisation for certification.

### **Authentication of web based documents by statutory declaration**

The person who requires authentication of a document printed from a website may make a statutory declaration before an authorised witness, declaring that the document is a true copy of a document displayed on a website. An authorised witness for a statutory declaration is any person described in Schedule 2 of the *Oaths, Affidavits and Statutory Declarations Act 2005*, or any person before whom a statutory declaration may be made under the *Statutory Declarations Act 1959* (Cth).

The person who is making the declaration must state their name, address and occupation, followed by their declaration in respect to the authenticity of the web based document which is attached.

At the end of the statutory declaration, the declarant must sign or personally mark the statutory declaration, initialling any alterations and before an authorised witness declare orally that:

- he/she is the person named as the maker of the declaration
- the contents of the declaration are true
- the signature/mark is theirs
- refer to the attachment to the statutory declaration (the web based document).

After the maker has complied with the above, the authorised witness must sign the statutory declaration and initial any alterations. After their signature, the authorised witness must clearly write his/her name and qualification as an authorised witness, followed by their registration number (if applicable).

The authorised witness then endorses the attachment as follows:

This is the annexure marked with the letter “A”.

Referred to in the Statutory Declaration of <name of the declarant>

Declared this            day of            <month>            <year>.

Before me

Justice of the Peace, WA Registration No            / Pharmacist etc

## **Multiple web documents certified in a statutory declaration**

If multiple web page documents are presented, each web document must be included in the body of the statutory declaration and referred to as annexures “A”, “B”, “C” and so forth depending on the number of documents to be certified.

The authorised witness must endorse each annexure with “This is the annexure marked with the letter “A”, “B”, “C” etc.

## **Disclaimer - web documents certified by statutory declaration**

The person making the statutory declaration, who has printed an electronic document, is simply declaring that the document has been printed from a website. This declaration does not add any weight or credibility to the authenticity/accuracy of the document.

**Example:**

<p style="text-align: center;"><u>WESTERN AUSTRALIA</u></p> <p style="text-align: center;">OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005</p> <p style="text-align: center;">STATUTORY DECLARATION</p> <p>I, <i>Joe Smith</i>, of <i>22 Coal Beach Road Trigg</i>, occupation <i>Plumber</i>. <small>{Name, address and occupation of person making declaration}</small></p> <p>Sincerely declare as follows:-</p> <div style="border: 1px dashed black; padding: 10px;"><p>1. <i>The print out annexed hereto and marked with the letter "A" is a copy of the my Acme bank savings account No 123 - 365 - 2314 printed from the Acme bank website</i></p><p>2. <i>The print out annexed hereto and marked with the letter "B" is a copy of the my electricity statement for 22 Coal Beach Road for the period 1 June 2015 to 30 September 2015 printed from the Electricity West website</i></p><p>3. <i>The print out annexed hereto and marked with the letter "C" is a copy of my Tax Payment Summary No 6 53716 printed from the Department of Productivity website, my employer.</i></p><p><small>{insert content of the statutory declaration; use numbered paragraphs if content is long}</small></p></div> <p>This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.</p> <p>This declaration is made under the <i>Oaths, Affidavits and Statutory Declarations Act 2005</i></p> <table border="0" style="width: 100%;"><tr><td style="width: 40%; vertical-align: top;"><p>At <i>Trigg</i> <small>{place}</small></p><p>On <i>1 September 2015</i> <small>{date}</small></p><p>in the presence of -</p><p><u><i>Margaret Citizen</i></u> <small>{Signature of authorised witness}</small> Margaret Citizen</p><p>Justice of the Peace, WA Registration No 23889 <small>{Name of authorised witness and qualification as such a witness}</small></p></td><td style="width: 60%; vertical-align: middle; text-align: center;"><p>By <u><i>Joe Smith</i></u> <small>{Signature of person making the declaration}</small></p></td></tr></table>		<p>At <i>Trigg</i> <small>{place}</small></p> <p>On <i>1 September 2015</i> <small>{date}</small></p> <p>in the presence of -</p> <p><u><i>Margaret Citizen</i></u> <small>{Signature of authorised witness}</small> Margaret Citizen</p> <p>Justice of the Peace, WA Registration No 23889 <small>{Name of authorised witness and qualification as such a witness}</small></p>	<p>By <u><i>Joe Smith</i></u> <small>{Signature of person making the declaration}</small></p>
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For more information on this Fact Sheet, please refer to the [Justice of the Peace Handbook](https://www.wa.gov.au/organisation/departments/department-of-justice/become-justice-of-the-peace) available on <https://www.wa.gov.au/organisation/departments/department-of-justice/become-justice-of-the-peace>.

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