



Information Fact Sheet 3

Certifying copies of documents

What is a certified copy?

Frequently, several people or organisations need to hold a particular document. For instance, a prospective employer may require proof that a person holds a qualification required for a position. The original document would normally be retained by the owner, so a photocopy may be accepted by the employer if it is certified as a true copy.

Who can certify a copy?

There is no legislation in Western Australia that stipulates either how to certify a copy of a document or who can do it. However, it is usual for documents to be certified by a person who is authorised as a witness for statutory declarations under Schedule 2 of the *Oaths, Affidavits and Statutory Declarations Act 2005*.

How do I certify a copy?

Before certifying a document, you must ensure that the copy to be certified is an identical copy of the original. A suggested wording for the certification is as follows:

I certify that this is a true copy of the document produced to me on <date>.

Signature

Name

**Qualification (eg JP, Pharmacist, State/Commonwealth Public Servant,
Police Officer, Nurse etc)**

Registration Number (if applicable)

The person certifying the document is stating their opinion that the document is a **true copy**, not that the original document is authentic. Certifying a copy does **not** in any way 'authenticate' either the copy or the original document.

Documents in languages other than English

You should not certify a document in a language other than English unless you can be sure that the original and the copy are identical. A solution to this is to have the original photocopied in your presence.

Multiple page documents

If the original is a multiple page document, each page must be checked against the copy to ensure that it is correct. You can then proceed as follows:

- Sign or initial each page
- Number each page of the copy as 'page 1 of 40', 'page 2 of 40' and so on
- Certify the last page as follows:

I certify that this <number of pages> page document, each page of which I have numbered and signed/initialled, is a true copy of the document produced to me on <date>.

Signature

Name

Qualification (eg JP, Pharmacist, State/Commonwealth Public Servant, Police Officer, Nurse etc)

Registration Number (if applicable)

For more information on this Fact Sheet, please refer to the [Justice of the Peace Handbook](https://www.wa.gov.au/organisation/departments/justice/become-justice-of-the-peace) available on <https://www.wa.gov.au/organisation/departments/justice/become-justice-of-the-peace>.

Alternatively, you may contact:

Justices of the Peace Branch
GPO Box F317
PERTH WA 6841
Phone: 9425 2525
Email: jps@justice.wa.gov.au



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:

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

I, *Joe Smith*, of *22 Coal Beach Road Trigg*, occupation *Plumber*.
{Name, address and occupation of person making declaration}

Sincerely declare as follows:-

1. *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*
2. *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*
3. *The print out annexed hereto and marked with the letter "C" is a copy of my Tax Payment Summary No 653716 printed from the Department of Productivity website, my employer.*

{insert content of the statutory declaration; use numbered paragraphs if content is long}

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.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

At *Trigg*
{place}

On *1 September 2015*
{date}

in the presence of -

Margaret Citizen
{Signature of authorised witness}
Margaret Citizen

Justice of the Peace, WA Registration No 23889
{Name of authorised witness and qualification as such a witness}

By *Joe Smith*

{Signature of person making the declaration}

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>.

Alternatively, you may contact:
Justices of the Peace Branch
GPO Box F317
PERTH WA 6841
Phone: 9425 2525
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Schedule 2 — Authorised witnesses for statutory declarations

[s. 12(6)(a)]

Item	Formal description	Informal description
1.	A member of the academic staff of an institution established under any of the following Acts — <ul style="list-style-type: none">• <i>Curtin University Act 1966</i>;• <i>Edith Cowan University Act 1984</i>;• <i>Murdoch University Act 1973</i>;• <i>University of Notre Dame Australia Act 1989</i>;• <i>University of Western Australia Act 1911</i>;• <i>Vocational Education and Training Act 1996</i>.	Academic (post-secondary institution)
2.	A member of any of the following bodies — <ul style="list-style-type: none">• Association of Taxation and Management Accountants (ACN 002 876 208);• CPA Australia (ACN 008 392 452);• The Institute of Chartered Accountants in Australia (ARBN 084 642 571);• Institute of Public Accountants (ACN 004 130 643);• National Tax & Accountants' Association Limited (ACN 057 551 854).	Accountant
3.	A person who is registered under the <i>Architects Act 2004</i> .	Architect
4.	An Australian Consular Officer within the meaning of the <i>Consular Fees Act 1955</i> of the Commonwealth.	Australian Consular Officer
5.	An Australian Diplomatic Officer within the meaning of the <i>Consular Fees Act 1955</i> of the Commonwealth.	Australian Diplomatic Officer
6.	A bailiff appointed under the <i>Civil Judgments Enforcement Act 2004</i> .	Bailiff

Oaths, Affidavits and Statutory Declarations Act 2005**Schedule 2** Authorised witnesses for statutory declarations

Item	Formal description	Informal description
7.	A person appointed to be in charge of the head office or any branch office of an authorised deposit-taking institution carrying on business in the State under the <i>Banking Act 1959</i> of the Commonwealth.	Bank manager
8.	A member of Governance Institute of Australia Ltd (ACN 008 615 950).	Chartered secretary, governance adviser or risk manager
9.	A person who is registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the pharmacy profession.	Chemist
10.	A person who is registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the chiropractic profession.	Chiropractor
11.	A person registered as an auditor or a liquidator under the <i>Corporations Act 2001</i> of the Commonwealth.	Company auditor or liquidator
12.	A judge, master, magistrate, registrar or clerk, or the chief executive officer, of any court of the State or the Commonwealth.	Court officer
13.	A member of the Australian Defence Force who is — <ul style="list-style-type: none">• an officer within the meaning of the <i>Defence Force Discipline Act 1982</i> of the Commonwealth; or• a non-commissioned officer within the meaning of that Act with 5 or more years of continuous service; or• a warrant officer within the meaning of that Act.	Defence force officer
14.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the dental profession whose name is entered on the Dentists Division of the Register of Dental Practitioners kept under that Law.	Dentist

Item	Formal description	Informal description
15.	A person who is registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the medical profession.	Doctor
15A.	A person appointed under the <i>Parliamentary and Electorate Staff (Employment) Act 1992</i> section 4(1)(b)(i) or (2)(b)(i)	Electorate officer of a member of State Parliament
16.	A member of the Institution of Engineers, Australia, other than at the grade of student.	Engineer
17.	The secretary of an organisation of employees or employers that is registered under one of the following Acts — <ul style="list-style-type: none"> • <i>Industrial Relations Act 1979</i>; • <i>Workplace Relations Act 1996</i> of the Commonwealth. 	Industrial organisation secretary
18.	A member of the National Insurance Brokers Association of Australia (ACN 006 093 849).	Insurance broker
19.	A Justice of the Peace.	Justice of the Peace
19A.	A person who is a member of the Authority's staff within the meaning given to that term by the <i>Land Information Authority Act 2006</i> section 3.	Landgate officer
20.	An Australian lawyer within the meaning of that term in the <i>Legal Profession Act 2008</i> section 3.	Lawyer
21.	The chief executive officer or deputy chief executive officer of a local government.	Local government CEO or deputy CEO
22.	A member of the council of a local government within the meaning of the <i>Local Government Act 1995</i> .	Local government councillor
23.	A member of the Australasian Institute of Chartered Loss Adjusters (ACN 074 804 167).	Loss adjuster
24.	An authorised celebrant within the meaning of the <i>Marriage Act 1961</i> of the Commonwealth.	Marriage celebrant
25.	A member of either House of Parliament of the State or of the Commonwealth.	Member of Parliament

Oaths, Affidavits and Statutory Declarations Act 2005**Schedule 2** Authorised witnesses for statutory declarations

Item	Formal description	Informal description
25A.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the midwifery profession.	Midwife
26.	A minister of religion registered under Part IV Division 1 of the <i>Marriage Act 1961</i> of the Commonwealth.	Minister of religion
27.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the nursing profession.	Nurse
28.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the optometry profession.	Optometrist
28A.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the paramedicine profession.	Paramedic
29.	A registered patent attorney under the <i>Patents Act 1990</i> of the Commonwealth.	Patent attorney
30.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the physiotherapy profession.	Physiotherapist
31.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the podiatry profession.	Podiatrist
32.	A police officer.	Police officer
33.	The person in charge of an office established by, or conducted by an agent of, Australia Post within the meaning of the <i>Australian Postal Corporation Act 1989</i> of the Commonwealth.	Post office manager
34.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the psychology profession.	Psychologist
35.	A public notary within the meaning of the <i>Public Notaries Act 1979</i> .	Public notary
36.	An officer of the Commonwealth public service.	Public servant (Commonwealth)

Item	Formal description	Informal description
37.	A person who is employed under the <i>Public Sector Management Act 1994</i> Part 3.	Public servant (State)
38.	The holder of a licence under the <i>Real Estate and Business Agents Act 1978</i> .	Real estate agent
39.	The holder of a licence under the <i>Settlement Agents Act 1981</i> .	Settlement agent
40.	The Sheriff of Western Australia and any deputy sheriff appointed by the Sheriff of Western Australia.	Sheriff or deputy sheriff
41.	A licensed surveyor within the meaning of the <i>Licensed Surveyors Act 1909</i> .	Surveyor
42.	A person registered under the <i>Teacher Registration Act 2012</i> .	Registered teacher
43.	A member, registrar or clerk, or the chief executive officer, of any tribunal of the State or the Commonwealth.	Tribunal officer
44.	A registered veterinary surgeon within the meaning of the <i>Veterinary Surgeons Act 1960</i> .	Veterinary surgeon

[Schedule 2 amended: Gazette 9 Jun 2006 p. 2030; 21 Dec 2007 p. 6328; 9 Dec 2011 p. 5235; 17 Apr 2014 p. 1076; amended: No. 21 of 2008 s. 684(5); No. 22 of 2008 Sch. 3 cl. 39; No. 35 of 2010 s. 120; No. 16 of 2012 s. 165; No. 32 of 2016 s. 188; No. 4 of 2018 s. 115.]

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