

Complete list of people who can certify your documents

A document will only be acceptable as a certified copy for these purposes if it has been certified as a true copy of the original document by one of the people in the list below. Please note, if you live overseas, a different set of certifiers apply (see 'Complete list of people who can certify documents for overseas residents' on page 2).

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Patent Attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon
- Agent of the Australian Postal Corporation who oversees 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 two or more continuous years of service
- Building society officer with two or more continuous years of service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with two or more continuous years of service
- Employee of the Australian Trade Commission who is:
 - in a country or place outside Australia; and
 - Authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
 - exercising his or her function in that place
- Employee of the Commonwealth who is:
 - in a country or place outside Australia; and
 - Authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
 - exercising his or her function in that place
- Fellow of the National Tax Accountants' Association
- Finance company officer with two or more continuous years of service
- Holder of a statutory officer 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 Australian Defence Force who is:
 - an officer; or
 - a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with two or more continuous years of service; or
 - 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:
 - the Parliament of the Commonwealth; or
 - the Parliament of a State; or
 - a Territory legislature; or
 - 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 two or more continuous years of service who is employed in an office supplying postal services to the public
- Permanent employee of:
 - the Commonwealth or a Commonwealth authority; or
 - a State or Territory or a State of Territory authority; or
 - a local government authority; with two or more continuous years of 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:
 - the Commonwealth or a Commonwealth authority; or
 - a State or Territory or a State of Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution
- Member of the Australasian Institute of Mining and Metallurgy.
- a person who is enrolled on the role of the supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described)
- an officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more continuous years of service with one or more licensees.

Complete list of people who can certify documents for overseas residents

The following people can certify copies for overseas residents:

- a judge of a court
- a registrar or deputy registrar of a court
- a police officer
- an Australian consular officer or an Australian diplomatic officer (within the meaning of the *Consular Fees Act 1955*).
- Employee of the Australian Trade Commission who is:
 - in a country or place outside Australia; and
 - authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and exercising his or her function in that place
- Employee of the Commonwealth who is:
 - in a country or place outside Australia; and
 - authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
 - exercising his or her function in that place.

100 Points of Identification Guide

Documentation required to meet the 100-point proof of identity:

Primary Documents	Choose (0-1)	Points
You Must Provide either: • one primary document or • At least one secondary document that includes a photograph.	• Australian Passport	70
	• Australian birth certificate (not an extract) or birth card	70
	• Australian citizenship certificate	70
	• International Passport	70

Secondary Documents	Choose (0-1)	Points
Your initial document from this group will be awarded 40 points	• Australian driver licence or learners permit (current)	40
	• Australian photo firearms licence	40
	• State or federal government employee identity	40
	• Centerlink or social security card (current)	40
	• Department of veteran's affairs card	40
	• Tertiary education institution photo identity	40

Secondary Documents Continued	Choose (0-3)	Points
All documents in this group will attach 25 points. Only one card from each institution may be counted.	• Australian driver licence or learners permit (current)	25
	• Australian photo firearms licence	25
	• State or federal government employee photo identity	25
	• Centerlink or social security card (current)	25
	• Department of veteran's affairs card	25
	• Tertiary education institution photo identity	25
	• Proof of age card	25

Secondary Documents Continued	Choose (0-4)	Points
All documents in this group will attach 25 points. Only one card from each institution may be counted.	• Medicare card	25
	• Property lease / rental agreement	25
	• Council rate notice	25
	• Property insurance papers	25
	• A utility bill	25
	• Motor vehicle registration / insurance	25
	• Professional or trade association card	25
	• A financial institution debit / credit card	25
	• A financial institution passbook / statement	25

Return the completed form along with ID documentation to sma@marcustoday.com.au or fax to (03) 9867 2131