
How to appropriately certify documentary evidence

A **certified copy** is a photocopy of an **original document** which has been certified by a Justice of the Peace, Commissioner for Declarations or, if overseas, a Notary Public. The institution official **must** sight both the original and the copy. **Each page** of the copy is to be marked on the **front** of the document exactly as shown.

‘I certify this to be a true and accurate copy of the
original document sighted by me’

Print full name

Signature

‘Ex-officio Commissioner for Declarations’

Office held

Date sighted

Commissioner for Declarations

In Tasmania, Commissioners for Declarations include:

- Full-time teachers at a school or tertiary institution
- Public sector permanent employees with 5 years continuous service
- Bank officers with 5 years continuous service
- Police officers
- Members of Parliament, or local government councillors
- Ministers of religion under the Marriage Act 1961