

## Certified Documents

All documents must be certified copies of originals and uploaded into the online application form as PDF files.

A document is a certified copy when the original document is photocopied or scanned and a person authorised to certify documents stamps and signs the copy, signifying that it is a true copy of the original document.

### The following information is required on each page of your certified copy:

- The words **Certified True Copy of the Original**
- The signature of the certifying person
- The name of the certifying person
- Registration number or title of the certifying person (*e.g.: Police Officer, Doctor*)
- Certification details must be legible on the copy and the certification should be dated

### Certification can be authorised within Australia by:

- a registered migration agent - a justice of the peace or a bail justice
- an Australian lawyer - a member of the police force - a public notary
- a sheriff or a deputy sheriff - a councillor of a municipality
- a senior officer of a council - a medical practitioner
- a dentist - a veterinary practitioner - a pharmacist
- a principal in the teaching service - a minister of religion authorised to celebrate marriages
- a member or former member of either House of the Parliament of the Commonwealth

**Documents Certified Outside Australia** can be certified by an equivalent authority within the country of origin. Legal professionals and embassy officials can provide information regarding certification of documents outside Australia.

**Please Note:** The ACS is unable to accept documents if the identity of the certifying officer is unclear or the contact details are illegible.

## Translation of Documents

All documents not in English must be translated. Both the original document and the translation must be submitted for assessment and both must be certified copies.

### Applications Submitted Within Australia

Acceptable translations may be obtained from translators accredited with the National Accreditation Authority for Translators and Interpreters [NAATI](#).

### Applications Submitted Outside Australia

Acceptable translations can be obtained from:

- A Ministry of Justice or equivalent in the country where the qualification was obtained
- The Australian Education International Section (AEIS) at an Australian Diplomatic Mission
- Australian High Commission, Consulate or Embassy
- Private and Commercial Translators
- The Awarding Institution

Overseas translations must be completed on the organization letterhead and include an official stamp, the name of the translator, signature and contact telephone number legibly printed with the signature.

It must be possible for the ACS to contact the translator if necessary to verify the translated documents from the details provided.

Please provide both the certified copies of your foreign document and certified copies of the English translation.