

## Providing Certified Copies of Documents

RETS needs some documents from you to confirm your identity.

You must send us a **CERTIFIED COPY** of your identity document(s). That simply means taking a **COLOUR PHOTOCOPY** of the documents and having them certified as a true copy by someone who is qualified to do so.

Here are some people who can certify a document for you:

- Justice of the Peace (JP)
- police officer
- GP or other medical doctor
- dentist
- physiotherapist or pharmacist
- permanent employee of Australia Post with 5 or more years of continuous service
- school principal or full-time teacher
- lawyer, barrister or judge
- a court registrar
- accountant
- minister of religion

The person certifying the copy of your documents must compare it with the originals, check that they are identical and certify each page as a true copy by writing the words 'I certify that this is a true copy of the original document signed by me', followed by their printed name, signature, qualification, the date and their contact number.

Here is an example:

I certify that this is a true copy of the original document signed by me.

Name: John Doe

Signature: Mr John Doe

Qualification: Police Officer, NSW Police

Date: 10/02/2022

Contact: 0412 345 678