

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
- Australian public service employee
- 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.

Do not use a family member, spouse or anyone with a potential conflict of interest to certify your documents. Certification must be done by an independent third party.

Certifier writes the words below on a **COLOUR PHOTOCOPY** of the document:

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

Name: John Doe

Signature: **Mr John Doe**

Qualification: Police Officer, NSW

Police Date: 10/02/2022

Contact: 0412 345 678

Please see an example on the next page.

Driver Licence
New South Wales, Australia

Sara Baumer
4 East St
ROSE BAY NSW 2029

Card Number
2 093 628 291



Licence No.
13283691

Licence Class
C

Donor
A

Date of Birth
14 MAY 1990

Sara Baumer



Expiry Date
12 JUN 2013

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

Mr John Doe



NSW Police Officer

10/03/2022

0423 456 789.