



CERTIFICATION OF DOCUMENTS GUIDELINE FOR ALL STAFF

The following guidelines are applicable to the certification of any documents being submitted to the University of Sydney for the purposes of your employment. In some countries, certification of documents can also be referred to as “notarization” of documents.

A certified (or notarized) copy of a document is a photocopy (or scan) of the original that has been certified as a true copy of the original by an [authorised officer](#).

Any further enquiries concerning the certification of original documents should be directed to the [HR Service Centre](#) at the University

CONTACT US

HR Service Centre
Level 2, 1 - 3 Ross Street,
K06 Building
The University of Sydney NSW
2006
AUSTRALIA
hr.servicecentre@sydney.edu.au

If you are an international applicant, please read our guidelines on certification outside of Australia

Who can certify documents in Australia?

People from the following professional and occupational groups:

- an accountant – member of a recognised professional accounting body or a Registered Tax Agent
- a judge, barrister, solicitor or patent attorney
- a Commissioner for Affidavits, Declarations or Oaths
- a bail justice or sheriff
- a police officer
- a postal manager
- a principal of an Australian secondary college, high school or primary school
- a medical practitioner
- a Justice of the Peace (with a registration number in the State in which they are registered)
- a minister of religion

Other authorising officers are:

- an officer at a tertiary admissions centre: UAC, VTAC, QTAC, SATAC, TISC;
- staff members of the University of Sydney
- Admissions Officer or Student Services Office at any Australian university or TAFE college
- the official records department of the institution that originally issued the document(s).

Who can certify documents outside of Australia?

- an authorised officer of an Australia overseas diplomatic mission
- staff members of the University of Sydney
- an authorised officer of an Australian Education Centre
- an authorised agent of the University approved by the University of Sydney International Office (a list is held by the International Office)
- a school headmaster or other recognised examining authority
- a Notary Public
- authorised officer in accordance with local legislation/practice.

How to certify a document

The original document must be viewed by the certifier and they must personally copy the original document and verify it by completing the following:

- Use a stamp or write by hand on the copy:
“This is a true copy of the original document sighted by me”
on each page of the document
- Sign the statement on each page
- Write by hand the following details:
 - name and business address
 - contact telephone number
 - profession or occupational group (as listed above)
 - date verified
- Affix the official stamp or seal of the verifier's organisation on the copy, if the organisation has such a stamp, and
- If the certifying officer is a Justice of the Peace the certifying officer must list the registration number and Australian state/territory of registration

Documents not certified or not certified correctly

These are examples of documents that we can't accept because they haven't been certified properly:

- documents verified by an immediate relative or a person residing at the same address as the applicant
- documents that are photocopies or scanned copies without certification
- documents that are certified copies of copies or scanned copies. It must be clear the certifying authority/person has sighted the original document
- documents that have not been correctly verified or
- documents verified by a Justice of the Peace without a registration number.

All of your supporting documents must be true and complete records. You should be prepared to provide original documents or original certified copies of supporting documents upon request at any time.

Detailed checking of supporting documents is an inherent element of our employment process and may involve contacting the original issuing authority, or relevant tertiary admissions centre, educational or other relevant organisation or individual, whether in Australia or overseas, to verify documents. A failure to provide documents on request, or the discovery of either fraudulent documents or a misrepresentation of true circumstances in association with your employment, may lead to the withdrawal of your offer of employment.
