

INSTRUCTIONS FOR PROVIDING CERTIFIED COPIES OF IDENTIFICATION DOCUMENTS

1. Applicant
 - Select suitable identification documents from EECU's list of acceptable identification documents
 - Record details of the documents to be certified on Section 2 of the Certifier form
 - Select a certifier from the authorised certifiers listed below
 - Provide the authorised certifier with the following:
 - certifier form
 - original identification documents
 - photocopies of the identification documents

2. Certifier
 - Complete Section 1 – certifier details
 - Examine original documents and copies presented
 - Confirm that the copies are true copies of the original
 - Endorse each copy with the following statement

'This is to certify that this is a true copy of the original which I have sighted.'

Date

Name

Signed

Title

Registration Number
(if applicable)

- Check details recorded on the Certifier form Part 2 – Documents to be certified and confirm that this is consistent with the documents presented
- Sign the certifier statement – Section 3

PERSONS WHO CAN CERTIFY A DOCUMENT UNDER THE AML/CTF ACT.

1. A person who, under a law in force in a State or Territory, is currently licensed or registered to as a:
 - Pharmacist
 - Medical practitioner
 - Optometrist
 - Dentist
 - Legal practitioner
 - Chiropractor
 - Physiotherapist
 - Nurse
 - Psychologist
 - Veterinary surgeon
 - Patent attorney
 - Trade marks attorney
2. A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner.

PERSONS WHO CAN CERTIFY A DOCUMENT UNDER THE AML/CTF ACT. Cont.

3. A person that is a:

- Police officer
- Bank officer with 2 or more continuous years of service
- Justice of the Peace
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 2 or more years of continuous service
- Building society officer with 2 or more years of continuous service
- Finance company officer with 2 or more years of continuous service
- Teacher employed on a full-time basis at a school or tertiary education institution
- Permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public
- Sheriff or Sheriff's officer
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Parliament of the Commonwealth, or the Parliament of a State, or a Territory legislature, or a local government authority of a State or Territory
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
- Permanent employee of the Commonwealth or a Commonwealth authority, or a State or Territory or a State or Territory authority, or a local government authority with 2 or more years of continuous service who is not specified in another item in this Part
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of the Association of Taxation and Management Accountants
- Fellow of the National Tax Accountants' Association
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
- Notary public
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- Registrar, or Deputy Registrar, of a court
- Member of Engineers Australia, other than at the grade of student
- Member of Chartered Secretaries Australia
- Judge of a court
- Magistrate
- Senior Executive Service employee of the Commonwealth or a Commonwealth authority, or a State or Territory or a State or Territory authority
- Member of the Australian Defence Force who is:
 - an officer; or
 - a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 2 or more years of continuous service; or
 - a warrant officer within the meaning of that Act
- Employee of the Australian Trade Commission who is:
 - in a country or place outside Australia; and
 - authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
 - exercising his or her function in that place;
- Employee of the Commonwealth who is:
 - in a country or place outside Australia; and
 - authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
 - exercising his or her function in that place

4. An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more years of continuous service with one or more licensees.