

Document Certification

Step-by-step guide

Please print this handy certification guide and tick off each step of the process to ensure your documents are certified properly before returning them in person to a Bankwest branch or posting the certified document to our postal address.

An original certified copy of the original document must meet the below criteria for us to accept the certified copy:

The document must have been certified in the last three months.

Contain the following wording:

If a single page document (1 single sided page) complete wording as per example A:

A. *"I certify this to be a true and correct copy of the original document sighted by me on (insert the date the original is sighted)."*

If a multiple page document (double sided or more pages) complete wording in section B:

B. *"This is a true and correct copy of pages (refer to the page numbers of the original document that has been sighted) of the original documents sighted by me on (insert date the original is sighted)."*

Sign and date the first page of the document.

Sign or initial each page of the entire document that has been sighted (if a multiple page document, not just the first page).

Add in BLOCK capitals:

- > Their name
- > Their position / capacity / occupation
- > Any registration numbers
- > Address
- > Daytime contact telephone number

Include the official stamp of their office, if possible.

Must be certified by a person contained in the below list:



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Who can certify a document?

The list below outlines persons that are prescribed by the AML/CTF rules to certify documents for customers in Australia.

1. A person who, under a law in force in a State or Territory, is currently licensed or registered to practice in one of the following occupations:
 - > Chiropractor
 - > Dentist
 - > Legal practitioner
 - > Medical practitioner
 - > Nurse
 - > Optometrist
 - > Patent attorney
 - > Pharmacist
 - > Physiotherapist
 - > Psychologist
 - > Trademarks attorney
 - > Veterinary surgeon
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 (however described).
3. An officer with, or authorised representative of, a holder of an Australian financial services licence (AFSL), having two or more years of continuous service with one or more licensees.
4. An officer with, or a credit representative of, a holder of an Australian credit licence (ACL), having two or more years of continuous service with one or more licensees.
5. Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public.
6. Australian Consular Officer, within the meaning of the Consular Fees Act 1955. This includes a person appointed to hold or act in any of the following offices of the Commonwealth (of Australia) in a country or place outside Australia:
 - > Consul-General
 - > Consul
 - > Vice-Consul
 - > Trade Representative
 - > Consular Agent
7. Australian Diplomatic Officer, within the meaning of the Consular Fees Act 1955. This includes a person appointed to hold or act in any of the following offices of the Commonwealth (of Australia) in a country or place outside Australia:
 - > Ambassador
 - > High Commissioner
 - > Minister
 - > Head of a Mission
 - > Commissioner
 - > Charge d'Affaires
 - > Counsellor, Secretary or Attache at an Embassy, High Commissioner's office, Legation or similar
8. Bailiff.
9. Bank officer with two or more continuous years of service.
10. Building society officer with two or more years of continuous service.
11. Chief executive officer of a Commonwealth court.
12. Clerk of a court.
13. Commissioner for Affidavits.
14. Commissioner for Declarations.
15. Credit union officer with two or more years of continuous service.
16. Employee of the Australian Trade and Investments 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
17. 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
18. Fellow of the National Tax Accountants' Association.
19. Finance company officer with two or more years of continuous service.
20. Holder of a statutory office not specified in another item on this list.
21. Judge of a court.
22. Justice of the Peace.
23. Magistrate.
24. Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961.
25. Master of a court.
26. Member of Chartered Secretaries Australia.
27. Member of Engineers Australia, other than at the grade of student.
28. Member of the Association of Taxation and Management Accountants.
29. 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 the Defence Force Discipline Act 1982
30. Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants.
31. 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
32. Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961.
33. Notary public.
34. 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.
35. 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 two or more years of continuous service and the person is not already specified in another item on this list
36. Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made.
37. Police officer.
38. Registrar, or Deputy Registrar, of a court.
39. Senior Executive Service employee of:
 - > the Commonwealth or a Commonwealth authority; or
 - > a State or Territory or a State or Territory authority
40. Sheriff.
41. Sheriff's officer.
42. Teacher employed on a full-time basis at a school or tertiary education institution.
43. Member of the Australasian Institute of Mining and Metallurgy.