

# How to get certified copies of your ID

**Certified copies of your identification documents may be needed to request your personal records or for other purposes.**

## What identification documents can I use?

You will be asked for different identification documents depending on why you need copies of your certified ID.

Below are examples of ID that can be used when requesting personal information held by state or territory government agencies or care organisations.

To access information held by government agencies in Victoria, WA, the ACT or the NT, you have to start with a freedom of information application.

You will need to check with the agency you are providing information if the documents need to be certified and who can certify the documents. The agency may also have specific identification requirements.

## An identification document that has your photo, for example:

- driver's licence
- proof of age card issued by government
- passport identifying page.

## If you have changed your name, provide copies of paperwork to link your old and new names, such as:

- change of name certificate from the Births, Deaths and Marriages registry office
- marriage certificate.

## Other identification documents you may be able to use include:

- birth certificate
- Centrelink pension card
- Medicare card
- bank account card, for example an ATM card
- a bank or utility statement showing your address.

## Getting ID copies certified

A 'certified copy' is a copy of an original document that a qualified person has sighted and states on it that it is a true copy of the original.

Certification procedures of the different states and territories are similar; basically, after sighting the original document the person certifying it must:

- 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.
- Write the following details:
  - name and business address
  - profession or occupational group (that the jurisdiction has authorised for this function)
  - date certified
  - if the certifying person is a Justice of the Peace they must list their registration number and Australian state/territory of registration.

## Where to get photocopies

- **Libraries and Australia Post offices.** Ask about free services for members or pensioner and concession card holders.
- **Retail office suppliers** and printing services may offer self-service photocopying.

## Who can certify your ID?

Here are examples of people who may be able to certify copies of ID:

- Australia Post staff
- medical practitioner, nurse, pharmacist and other health practitioners
- legal practitioner
- Registrar or Master of a court, judge, other judicial officers
- Justice of the Peace, Commissioner for Oaths or Public Notary
- teacher at a school or tertiary education institution
- police officer
- bank, building society or credit union officer (with more than 2 years' service)
- public servants with several years of service
- elected government representatives
- other professionals including: accountant, engineer, veterinary surgeon
- Minister of religion.

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