



Chiropractors Board of Queensland



Dental Board of Queensland



Dental Technicians and Dental Prosthetists Board of Queensland



Medical Radiation Technologists Board of Queensland



Occupational Therapists Board of Queensland



Optometrists Board of Queensland



Osteopaths Board of Queensland



Pharmacists Board of Queensland



Physiotherapists Board of Queensland



Podiatrists Board of Queensland



Psychologists Board of Queensland



Speech Pathologists Board of Queensland

Policy and Procedure: Witnessing and certifying documents

1.0 Purpose and Scope of Policy

- 1.1 The purpose of this policy is to:
- Define the Boards' standards and requirements for witnessing and certifying documents; and
 - Provide information to assist applicants with meeting these standards.

1.2 This policy does not apply to those applicants who are currently registered in Australia or New Zealand if they apply for registration under the mutual recognition legislation.

2.0 Introduction and relevant legislation

2.1 The Boards maintain quality standards for accepting documents. To minimise the risk of application fraud the Boards require all documents submitted in support of an application to be certified as true copies of the original documents.

2.2 Fraud or misrepresentation when applying for registration as a health practitioner in Queensland is grounds for immediate refusal of an application and is an offence under law.

3.0 Definition

3.1 A certified copy or 'notorised' true copy is a direct photocopy of the original document, which has been certified as a true and accurate copy by a person authorised to witness and certify documents.

4.0 Requirements for certifying documentation for submission to the Board

4.1 All copies of documents submitted to the Board in support of applications under the health practitioner registration Act must be certified or notorised as true copies of original documents by persons authorised to certify documents.

4.2 The Board will not accept documentation that has not been properly certified or is illegible. Failure to certify documents in accordance with this Policy may mean delays in processing your application.

5.0 Who can certify documents within Australia?

5.1 Each Australian state and territory has legislation which governs who may witness and certify documentation. The Boards have adopted a risk-based approach where documents should be witnessed and certified by a more experienced and restricted category of persons identified in paragraph 5.2, to ensure the best interests of the public are met.

- 5.2 The Board will only accept documents certified by the following categories of authorised persons:
- Justice of the Peace
 - Notary Public
 - Commissioner for Declarations; Commissioner for Oaths; Commissioner for Affidavits (dependent on jurisdiction)
 - Solicitor
- 5.3 Information about Justices of the Peace and Commissioners for Declarations is available at www.justice.qld.gov.au for Queensland applicants and Justice Departments in other states and territories.

6.0 Who can certify documents outside Australia?

- 6.1 Outside Australia, the Board will only accept documents certified by a Notary Public and persons appointed to hold, or act in, the office in a country or place outside Australia in an Australian Embassy, High Commission or Legation as:
- Australian Consul-General, Consul or Vice-Consul
 - Australian Trade Commissioner or Consular Agent
 - Australian Ambassador or High Commissioner
 - Australian Minister, Head of Mission, Commissioner, Charge d'affaires or Counsellor
 - Australian Secretary or Attache.
- 6.2 A Justice of the Peace registered outside Australia is **NOT** accepted by the Board for certifying documentation.
- 6.3 No person under eighteen years of age may witness and certify documentation.

7.0 Guidelines for certifying documents

- 7.1 The certifying person must be currently authorised or employed in one of the professions or occupational groups listed in paragraph 5.2 or 6.1. The Board must be able to contact the certifying person or notary directly if necessary.
- 7.2 The certifying person must:
- Initial EVERY PAGE
 - ON THE FINAL PAGE of the copy:
 - print their name, date of certification, and a contact phone number
 - make the following statement: “I have sighted the original document and certify this to be a true copy of the original.”
 - affix the official stamp or seal of the certifier’s organisation on the copy (in cases where this is available)
- In addition, if the certifying person is a Justice of the Peace, the certifying person must:
- List registration number and state/territory of registration.
- 7.3 Photocopies of previously certified documents will not be accepted.

Witnessing and certifying documents

7.4 Certified copies of original documents will only be accepted in hard copy by mail only. Where possible copies should be A4 size white paper and should be certified on the printed side of the document.

7.5 Original documents must not be submitted. All documents submitted to the Board become the property of the Board and will not be returned.

8.0 Fees

8.1 Any fees requested by persons authorised to certify documents or for notarial services are the responsibility of the applicant.

9.0 Responsibilities

9.1 It is the applicant's responsibility to ensure that the person certifying documentation is legally authorised in the jurisdiction where you are located.

10.0 Exemption

10.1 There are no exemptions to this policy.

11.0 Timeframes

11.1 If all documents are not appropriately certified/notorised, or do not meet the requirements detailed above, the Board will forward a letter of incomplete application to the applicant outlining the further information required. No further processing of the application will occur until the outstanding information is provided. (See policy *Incomplete* applications.)

12.0 Policy review

12.1 This policy will be reviewed annually from the date of endorsement, with amendments to be proposed to Boards as required.

12.2 The Director, Registration Services Program will be responsible for conducting the review of the policy and recommending amendments to the Boards.

Commencement date: 1 July 2009

Review date: July 2010