

Certifying & Verifying Documents

Guide

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1. Guide to Certifying and Verifying Documents

Documents submitted for student applications and enrolments to the Academy of Film, Theatre and Television (AFTT) must be either certified copies or verified original copies.

2. VERIFICATION

What is a verified copy?

A document is a verified copy when the original has been sighted by an AFTT Team Member,

When this happens, a photocopy of the original is taken by the Team Member and stamped with the AFTT stamp that states:

I hereby verify that this is a true copy of the original document, which I have sighted.

Signed: Dated:

Verifying a copy does not in any way 'authenticate' the original document.

Who can verify a document?

An AFTT Team Member can verify a document once the original has been sighted.

3. CERTIFICATION

What is a certified copy?

A document is a certified copy when the original and the copy have both been seen by an approved certifying official, and the certifier has deemed it to be a true copy. Certifying a copy does not in any way 'authenticate' the original document.

Who can certify a document?

Copies of documents provided in support of an application, or other purpose required by the National Law, must be certified as true copies of the original documents.

In Australia, the following people are authorised to certify documents:

- **Justice of the Peace:** <https://www.jp.nsw.gov.au/Pages/home.aspx>
Justices of the Peace (JPs) are volunteers appointed by the Governor of New South Wales.
The primary role of a JP is to witness a person making a statutory declaration or affidavit, and to certify copies of original documents. The JP must have a valid registration number in the State in which they are registered.
JPs come from all sections of the community and are available across NSW.
 - Accountant (member of a recognised professional accounting body or a Registered Tax Agent).
 - A person listed on the roll of the Supreme Court of a State or Territory or the High Court of Australia as a legal practitioner.
 - Barrister, solicitor, or patent attorney.
 - Police officer.
 - Postal manager.
 - Principal of an Australian secondary college, high school, or primary school.
 - Medical practitioner.
 - Minister of religion (registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961).

Outside Australia, the following people are authorised to certify documents:

- Justice of the Peace (as outlined above)

- Notary public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- Employee of the Commonwealth or the Australian Trade Commission who works outside Australia.

What do the above authorised officers need to do to certify your documents?

An Authorised Officer should do the following in the presence of the applicant:

- Certify that each document is a true copy of the original;
- Certify that the photograph on photographic documentation (e.g., licence or passport) is a true likeness of the applicant;
- Witness the signature of the applicant.

Certified documents must:

- Be initialled and numbered on every page by the Authorised Officer.
- Annotated on the last page as appropriate e.g.
"I have sighted the original document and certify this to be a true copy of the original"
and signed by the Authorised Officer.
- List the name, date of certification, and contact phone number and profession/position number (if relevant) and have the stamp or seal of the Authorised Officer (if relevant) applied

When are documents not required to be certified?

If your application/enrolment supports online upload of documentation, then these documents are generally not required to be certified.

Please refer to the advice issued from your Student Admissions Advisor regarding these requirements.

Documents in languages other than English

A certifier should not certify a document in a language other than English unless they can be sure that the original and the copy are identical. A solution to this is to have the original photocopied in the presence of the certifier.

4. AFTT Statement

AFTT reserves the right to refuse documentation on the grounds of incorrect certification. Falsifying documents is a very serious offence which may result in a student's application for admission being refused by AFTT.

5. APPROVAL INFORMATION

Approval Authority	Quality Education and Risk Committee (QERC)
Health Check approval authority	AFTT CEO
Review date	01/12/2023

Version	Approved by	Approval date	Effective date	Modifications	Status
4.0	QERC	02/02/2022	03/02/2022	New template	Current