

## Guide to Certifying Documents

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

### 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' either the copy or the original document.

### 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.

### Who can certify a document?

#### Within Australia:

It is usual for documents to be certified by a person who is authorised as a witness for statutory declarations under Statutory Declarations Regulations 2018 – Schedule 2. This schedule provides a wide range of authorised occupations and office holders who may certify a document. Examples are:

- AFTT team member
- The Admissions Office or Student Administration of any Australian university or college
- Queensland Tertiary Admissions Centre, Universities Admissions Centre (NSW and ACT), or Victoria Tertiary Admissions Centre
- Police officer
- Bank manager or credit union branch manager
- Solicitor, barrister or patent attorney
- Pharmacist
- Postal manager
- Principal of an Australian secondary college, high school or primary school
- Accountant - must be a member of the Institute of Chartered Accountants in Australia, or the Australian Association of Taxation and Management Accountants or be a Registered Tax Agent
- Commissioner for declarations

#### Overseas:

- The official records department of the institution that originally issued the documents
- Approved education agents of AFTT (see list at [www.aftt.edu.au](http://www.aftt.edu.au))
- Australian embassy or consulate

### Instructions for Certification

The authorised person must:

- Sight the original document and write on the copy  
*"I certify that this is a true copy of the original document produced to me on <date>"*
- Sign and print their name
- State their profession or occupation group
- Provide an address and contact telephone number
- Write their Registration Number (if they have one)
- Stamp the copy with the official stamp or seal of their organisation (if they have one)

### Multiple Page Documents

If the original is a multiple page document, each page must be checked against the copy to ensure that it is correct. The authorised person will then proceed as follows:

- Sign or initial each page
- Number each page of the copy as 'page one (1) of forty (40)', 'page two (2) of forty (40)' and so on
- Certify the last page as follows:

*"I certify that this <number of pages> page document, each page of which I have numbered and signed / initialled, is a true copy of the document produced to me on <date>"*

- Sign and print their name

- State their profession or occupation group
- Write their Registration Number (if they have one)
- Stamp the copy with the official stamp or seal of their organisation (if they have one)

**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.