

## Guide to Certifying & 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.

### 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.

### 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.

**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.