

# Certifier Form

## Section 1 - Certifier's details

Surname	<input type="text"/>
Given Names	<input type="text"/>
Occupation	<input type="text"/>
Name of Business or Practice	<input type="text"/>
Residential or Business Address (PO Box not acceptable)	<input type="text"/>
Telephone Number	<input type="text"/>
Category number of Certifier (refer notes for list of authorised certifiers)	<input type="text"/>

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## Section 2 - Documents to be Certified (refer list of acceptable identification documents)

<b>Category</b>	<input type="text" value="A"/>	Primary Documents Document details
Type of document/s	<input type="text"/>	
Person to whom it relates	<input type="text"/>	
	<input type="text" value="B"/>	Other Primary Documents Document details
Type of document/s	<input type="text"/>	
Person to whom it relates	<input type="text"/>	
<b>Category</b>	<input type="text" value="C"/>	Secondary Documents Document details
Type of document/s	<input type="text"/>	
Person to whom it relates	<input type="text"/>	
<b>Category</b>	<input type="text" value="D"/>	Child under 18 years of age Document details
Type of document/s	<input type="text"/>	
Person to whom it relates	<input type="text"/>	
	<input type="text" value="E"/>	Foreign Nationals Document details
Type of document/s	<input type="text"/>	
Person to whom it relates	<input type="text"/>	

### Section 3 - Certifier Statement

I have examined the original identification documents listed above. I have endorsed each copy of the identification document as a true copy of the original in accordance with the required certifier endorsement as specified.

It is an offence under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth) to give false and misleading information.

Signature of certifier

Date

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Office Use Only - Verification Check Completed	
Date: / /	Officer:

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## INSTRUCTIONS FOR PROVIDING CERTIFIED COPIES OF IDENTIFICATION DOCUMENTS

### 1. Applicant

- Select suitable identification documents from EECU's list of acceptable identification documents
- Record details of the documents to be certified on Section 2 of the Certifier form
- Select a certifier from the authorised certifiers listed below
- Provide the authorised certifier with the following:
  - certifier form
  - original identification documents
  - photocopies of the identification documents

### 2. Certifier

- Complete Section 1 – certifier details
- Examine original documents and copies presented
- Confirm that the copies are true copies of the original
- Endorse each copy with the following statement

*'This is to certify that this is a true copy of the original which I have sighted.'*

Date

Name

Signed

Title

Registration Number  
(if applicable)

- Check details recorded on the Certifier form Part 2 – Documents to be certified and confirm that this is consistent with the documents presented
- Sign the certifier statement – Section 3

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## PERSONS WHO CAN CERTIFY A DOCUMENT UNDER THE AML/CTF ACT.

### 1. A person who, under a law in force in a State or Territory, is currently licensed or registered to as a:

- Pharmacist
- Medical practitioner
- Optometrist
- Dentist
- Legal practitioner
- Chiropractor
- Physiotherapist
- Nurse
- Psychologist
- Veterinary surgeon
- Patent attorney
- Trade marks attorney

### 2. A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner.

## PERSONS WHO CAN CERTIFY A DOCUMENT UNDER THE AML/CTF ACT. Cont.

### 3. A person that is a:

- Police officer
- Bank officer with 2 or more continuous years of service
- Justice of the Peace
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 2 or more years of continuous service
- Building society officer with 2 or more years of continuous service
- Finance company officer with 2 or more years of continuous service
- Teacher employed on a full-time basis at a school or tertiary education institution
- Permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public
- Sheriff or Sheriff's officer
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Parliament of the Commonwealth, or the Parliament of a State, or a Territory legislature, or a local government authority of a State or Territory
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
- Permanent employee of the Commonwealth or a Commonwealth authority, or a State or Territory or a State or Territory authority, or a local government authority with 2 or more years of continuous service who is not specified in another item in this Part
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of the Association of Taxation and Management Accountants
- Fellow of the National Tax Accountants' Association
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
- Notary public
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- Registrar, or Deputy Registrar, of a court
- Member of Engineers Australia, other than at the grade of student
- Member of Chartered Secretaries Australia
- Judge of a court
- Magistrate
- Senior Executive Service employee of the Commonwealth or a Commonwealth authority, or a State or Territory or a State or Territory authority
- Member of the Australian Defence Force who is:
  - an officer; or
  - a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 2 or more years of continuous service; or
  - a warrant officer within the meaning of that Act
- Employee of the Australian Trade Commission who is:
  - in a country or place outside Australia; and
  - authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
  - exercising his or her function in that place;
- Employee of the Commonwealth who is:
  - in a country or place outside Australia; and
  - authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
  - exercising his or her function in that place

### 4. An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more years of continuous service with one or more licensees.