

Certifying Your Documents Correctly

All documentary evidence must be certified correctly to be considered by the Board.

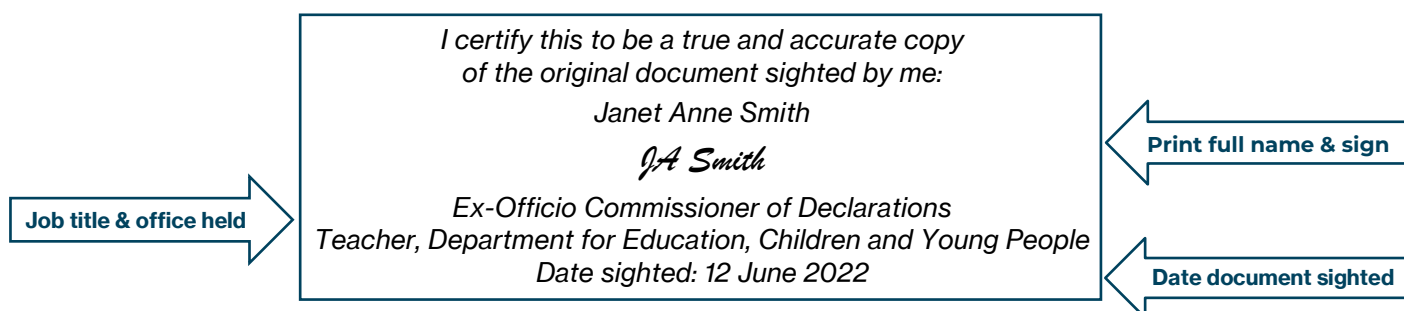
What is a certified document?

A certified document is a photocopy of the original document that has been certified by a Justice of the Peace, a Commissioner for Declarations, or if you are overseas, a Notary Public.

Important guidelines for certified documents

- The person who certifies the copy must also see the original document
- Certified documents must have **original signatures** (we cannot accept a fax, scan, or photocopy of a certified document)
- The certification must be on the actual copy. It **cannot** be on the back of the page, on another page that is attached to the copy, **or** on a sticker (unless the original signature extends past the edge of the sticker and onto the copy)
- Certified documents supplied to the Board as part of an application will not be returned
- We cannot accept certified copies of electronic/scanned/downloaded documents

The front of each individual page of the copy must be marked exactly as shown in the example below:



Who can certify my documents?

In Tasmania, Commissioners for Declarations include:

- Full time teachers at a school or tertiary institution
- Bank officers with five years of continuous service
- Ministers of Religion under the *Marriage Act 1961*
- Members of Parliament and local government councillors
- Police officers
- Permanent public sector employees with five years continuous service
- Teachers Registration Board staff

For the full list of professions and appointment holders or to find a Justice of the Peace visit www.justice.tas.gov.au.

Translations

If any of your original documents are in a language other than English, you must provide certified copies of these documents in the original language **and** translations that are prepared and certified as correct by an official service or an accredited translator.

Providing documents to the Board

Post your certified documentary evidence to:

Teachers Registration Board of Tasmania
GPO Box 539, Hobart
Tasmania, Australia, 7001

Alternatively, bring your original documents to our office and we will make a certified a copy for our records. We are located at [213A Cambridge Road, Warrane, Tasmania](#).