

# FACT SHEET

## Certifying documents and verifying identity

*WHS (Mines and Petroleum Sites) legislation*

January 2020

### How to certify documents

A certified copy of a document is a photocopy of the original document that has been certified as a true copy of the original by an authorised certifier. To have documents certified:

- Make a photocopy of the original documents. Ensure the copies are clear and legible.
- Take the copies with the original documents to one of the authorised certifiers listed below.
- An authorised certifier must ensure the copy is an identical copy of the original document. The preferred wording for the certification is as follows: 'I certify this to be a true copy of the document shown and reported to me as the original.'

The certification must be on each page of the document and accompanied by the certifier's signature, full name, profession (for example, Justice of the Peace), registration number (if applicable) and date.

Certification must be made by an independent third party. Avoid using an approved certifier where a perceived conflict of interest may exist (for example, spouse, family member, or a party to the examination process). The Resources Regulator reserves the right to refuse to accept documents on the grounds of incorrect certification or request an independent certifier where a perceived conflict of interest may exist.

If the original document is not in English, the applicant is to provide a certified copy of the written translation (by an authorised translation service, such as an appropriate embassy or a professional translation service accredited by the National Accreditation Authority for Translators and Interpreters Ltd).

## Authorised certifiers

There are many people from a broad spectrum of professions who can certify copies of original documents. The Regulator will accept any of the following:

- a Justice of the Peace (with a registration number in the State in which they are registered)
- a police officer
- a judge of a court
- a Sheriff's officer
- a barrister
- a solicitor
- a health professional registered with the Australian Health Practitioner Regulation Agency (e.g. doctor, pharmacist, optometrist, nurse)

## Identity verification

The Regulator uses a verification procedure for the purposes of obtaining an identification record for applicants. You must provide documentation to verify all the following:

- Full legal name
- Gender
- Date of birth
- Place of birth
- Residential address

You must supply one document from Group A documents and one document from Group B documents. The documents must:

- be certified as true copies of the original document by an authorised certifier
- be current unless otherwise stated below

## Group A documents

Must have name, date of birth and place of birth:

- Birth certificate
- Change of name (or deed poll) certificate (please provide where applicable)
- Current passport
- Expired passport that has not been cancelled and was current within the preceding two years

- Other documents of identity having the same characteristics as a passport including diplomatic documents and some documents issued to refugees

## Group B documents

Must have photograph, name and current residential address:

- Driver's licence issued by an Australian state or territory
- Roads and Maritime Services (formerly RTA) photo card
- Identification card issued to a public employee
- Identification card issued by the Commonwealth, a state or territory government as evidence of the person's entitlement to a financial benefit

If you are unable to verify your identity by supplying one document from each of the group above, please contact the Resources Regulator on (02) 4063 6461 or at [mca@planning.nsw.gov.au](mailto:mca@planning.nsw.gov.au).

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