

How to have a document certified

FACT SHEET

All documents supplied to the Queensland College of Teachers (QCT) to support an application for teacher registration must be certified copies of the original documents.

Who can certify a document?

Only documents certified by one of the following authorised persons will be accepted by the QCT:

- Justice of Peace
- Commissioner for Oaths
- Notary Public
- Magistrate
- Registered Medical Doctor
- Australian Embassy/High Commission Staff
- Solicitor
- Commissioner for Declarations
- Judge of the Court
- School Principal/Headmaster
- Certified Practising Accountant
- Chartered Accountant

How do I have a document certified?

1. Photocopy the original document.
2. Take the original document and the photocopy to one of the authorised persons listed above.
3. The person must make the following written statement **on the front of every page**.

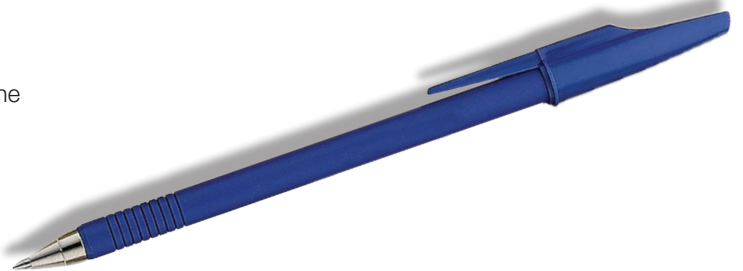
*I have sighted the original document and certify
this to be a true copy of the original.*

4. The person must then sign and date the statement, and provide their full name, designation (e.g. Justice of the Peace), registration number where applicable, and contact telephone number.

What else do I need to know?

Please note the following:

- The QCT will not accept certified copies of electronic/ scanned documents or downloads from the Internet.
- Certified copies must bear original signatures. Faxes, scans or copies of certified copies are not acceptable.
- The certification must be on the actual copy, not on another page attached to the copy.
- If a document consists of more than one page, each page must be certified separately.
- Certified documents supplied to the QCT as part of an application will not be returned to an applicant.



Contact us

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