

When applying to ESSA, you must provide a certified copy of your photo ID to ESSA. ‘Certified copy’ means a photocopy of the original document that is signed by an authorised person as a true copy of the original.

ESSA-APPROVED FORMS OF PHOTO IDENTIFICATION

- » Australian or foreign driver’s licence/permit
- » Australian or foreign passport
- » Foreign National Identity Card or Travel Document issued by a foreign government, the United Nations or agency
- » 18+ Proof of Age Card issued by a State or Territory (or equivalent)
- » Student identification card AND Australian or foreign birth certificate or citizenship certificate

HOW TO CERTIFY A DOCUMENT

1. Make a copy of the original document (e.g., licence, passport, etc).
2. Take the original document and the photocopy to an authorised officer who can certify documents.
3. Upload the certified photocopy of your photo ID with your application.

NOTE FOR AUTHORISED OFFICER

The Authorised Officer must include the following details within their certification statement:

- » Full name
- » Signature
- » Occupation or profession (and occupation/profession number, if relevant)
- » Date of certification
- » Phone number
- » Stamp or Seal (if relevant)

EXAMPLE

“I certify that this is a true copy of the original and the photograph is a true likeness of the person presenting the document as sighted by me - Authorised officer’s name, contact phone number, occupation/profession, profession number (if applicable), date and signature”.



WHO CAN CERTIFY A DOCUMENT

DEFINITION OF AUTHORISED PERSONS

- » 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 (however described);
- » a person who, under a law of the Commonwealth, a State or Territory, is currently licensed or registered to practise in Australia in an occupation listed in **PART 1**.
- » a person who is listed in **PART 2**.

PART 1 - OCCUPATIONS

- | | |
|---|--------------------------|
| » Architect | » Occupational therapist |
| » Chiropractor | » Optometrist |
| » Dentist | » Patent attorney |
| » Financial adviser or financial planner | » Pharmacist |
| » Legal practitioner | » Physiotherapist |
| » Medical practitioner | » Psychologist |
| » Midwife | » Trademarks attorney |
| » Migration agent registered under Division 3 of Part 3 of the Migration Act 1958 | » Veterinary surgeon |
| » Nurse | |

PART 2 - OTHER PERSONS

- | | |
|--|---|
| » Accountant who is: <ul style="list-style-type: none">- a fellow of the National Tax Accountants' Association; or- a member of Chartered Accountants Australia and New Zealand or the Association of Taxation and Management Accountants; CPA Australia; the Institute of Public Accountants | » Clerk of a court |
| » Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public | » Commissioner for Affidavits |
| » APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item of this Part | » Commissioner for Declarations |
| » Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955) | » Credit union officer with 5 or more years of continuous service |
| » Bailiff | » Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified in another item in this Part |
| » Bank officer with 5+ continuous years of service | » Employee of the Australian Trade and Investment Commission who is: <ul style="list-style-type: none">- in a country or place outside Australia; and- authorised under paragraph 3(d) of the Consular Fees Act 1955; and- exercising the employee's function at that place |
| » Building society officer with 5 or more years of continuous service | » Employee of the Commonwealth who is: <ul style="list-style-type: none">- at a place outside Australia; and- authorised under paragraph 3(c) of the Consular Fees Act 1955; and- exercising the employee's function at that place |
| » Chief executive officer of a Commonwealth court | |

- » Engineer who is:
 - a member of Engineers Australia, other than at the grade of student; or
 - a Registered Professional Engineer of Professionals Australia; or
 - registered as an engineer under a law of the Commonwealth, a State or Territory; or
 - registered on the National Engineering Register by Engineers Australia
- » Finance company officer with 5 or more years of continuous service
- » Holder of a statutory office not specified in another item of this Part
- » Judge
- » Justice of the Peace
- » Magistrate
- » Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
- » Master of a court
- » 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 5 or more years of continuous service; or
 - a warrant officer within the meaning of that Act
- » Member of the Australasian Institute of Mining and Metallurgy
- » Member of the Governance Institute of Australia Ltd
- » Member of:
 - the Parliament of the Commonwealth; or
 - the Parliament of a State; or
 - a Territory legislature; or
 - a local government authority
- » Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- » Notary public, including a notary public (however described) exercising functions at a place outside:
 - the Commonwealth; and
 - the external Territories of the Commonwealth
- » Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office providing postal services to the public
- » Permanent employee of:
 - a State or Territory or a State or Territory authority; or
 - a local government authority; or
 - with 5 or more years of continuous service, other than such an employee who is specified in another item of this Part
- » Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- » Police officer
- » Registrar, or Deputy Registrar, of a court
- » Senior executive employee of a Commonwealth authority
- » Senior executive employee of a State or Territory
- » SES employee of the Commonwealth
- » Sheriff
- » Sheriff's officer
- » Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution