

# Technical Bulletin: 03/22

## Certifying documents for Ahpra

July 2022

### Background

The Australian Health Practitioner Regulation Agency (Ahpra) is responsible for regulating Australia's health practitioners through implementing the National Registration and Accreditation Scheme (the National Scheme) across Australia.

One of Ahpra's functions is to ensure only registered health practitioners have the skills and qualifications to provide competent and ethical care. Ahpra manages the registration and renewal processes for both domestic and international qualified health practitioners, as well as student registration. A person seeking Ahpra registration must go through a rigorous registration process. Part of this process is for the applicant to complete the relevant application form and provide certified copies of documents to [prove their identity](#).

### Certification statements

An applicant may ask you to certify a document with or without a photograph. The type of document that is presented will determine which relevant certification statement you use. Ahpra has created [instructions](#) for both the applicant and the authorised officer (you, the witness) to assist you in correctly certifying documents for Ahpra.

These instructions differ to the suggested practices outlined in your handbook.

Ahpra has additional and mandatory information which must be included on each certified copy. If the witnessing officer does not include this information, Ahpra may reject the certified copy, resulting in registration delays for the client.

### How do I certify a copy to meet Ahpra requirements?

1. The client must provide you with the original document from which the copy was made.
2. Check to ensure there are no alterations to the copy
3. Take additional care if the document is in a foreign language.
4. Pay particular attention to names, dates and reference numbers.
5. If the copy contains a photograph, (e.g. passport, driver's licence), visually compare the person's face presenting the document. You must be satisfied that the person presenting the document is the person pictured in the photograph.
6. Apply the relevant certification statement (see the following quick guide)
7. If the copy has multiple pages the certification statement must appear on the front page. You must also initial and number each page (if not already done so).
8. Complete the certification by inserting the following requirements\*:
  - a. your signature
  - b. your full name
  - c. your seal of office (which includes your qualification)
  - d. the date
  - e. contact phone number 1300 301 147

**\*Note:** Failure to insert this information may result in the certified copy being rejected.



**Illustrative guide**

Follow this guide when certifying copies of documents for Ahpra. If your client asks you to follow the Ahpra instructions, then you should **handwrite** the certification statement word for word from the Ahpra instructions before inserting the additional information.

**Certifying a copy with a photograph**

This is to certify that this is a true and complete copy of the original / ~~copy~~ / ~~download~~ which I have sighted.

and the photograph is a true likeness of the person presenting the document.

Date.....  
Signed.....  
Name.....

Ph: 1300 301 147



Initial this change.

**Certifying a copy without a photograph**

This is to certify that this is a true and complete copy of the original / ~~copy~~ / ~~download~~ which I have sighted.

Date.....  
Signed.....  
Name.....

Ph: 1300 301 147



**What if there are multiple documents on one page?**

If multiple documents have been copied onto one page, you **must** endorse each image separately with the relevant certification, before applying Ahpra’s mandatory information.

**What if the copy presented is printed from a computer file or email attachment?**

Bear in mind that some documents only originate from an electronic source, for example tertiary results, and the physical document does not exist. In these cases, the copy should be endorsed as an original.

**Can I purchase a certified copy stamp with the Ahpra certification statements?**

While the JP Branch does not sell stamps with Ahpra’s certified wording, you can make your own arrangements to have a stamp made. As the seal of office is copyright material, you are not able to provide this to your supplier to include on any stamp orders.

**Legislation and further reading**

JP Branch webinars  
[www.qld.gov.au/jplearn](http://www.qld.gov.au/jplearn)

The Australian Health Practitioner Regulation Agency  
[www.ahpra.gov.au](http://www.ahpra.gov.au)  
[Certifying documents](#)

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**Registrar and Manager**  
**Justices of the Peace Branch**  
**Department of Justice and Attorney-General**