



Guidelines for the certification of documents

During the recruitment & selection process you are required to produce “Certified Documents”. These are copies of important documents which need to be certified as true copies of the originals by a person authorised to do so. The following is a guide to help you prepare your Certified Documents correctly.

Step 1.

Photocopy each of your original documents, Information must be **clear and legible**. All submitted pages will need to be certified.

Step 2.

Take your original documents, along with the photocopies to a person who is authorised to sign certified copies. Preferred and suggested certifiers can include **Police officers, *Medical practitioners, Pharmacists, Bank Officers, Registered Nurses** or a **Justice of the peace**. Full list of people authorised to certify can be found at <https://www.justice.vic.gov.au/certifiedcopies>

**Note: To avoid the potential of a conflict of interest we will not be accepting documents certified by Ambulance Paramedics*

Step 3.

The certifier will then write or stamp the copy with the words: **“Certified to be a true copy of the original seen by me.”** Please note it is your responsibility to ensure the following information is provided:

Signed.....

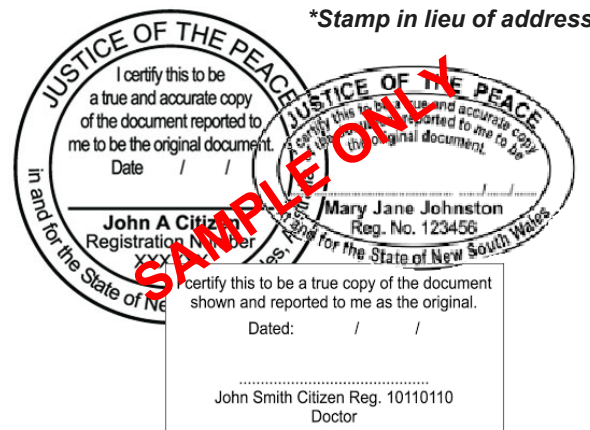
Name.....

Title/Profession.....

Registration Number

***Full Address**

Date.....



Please note: We do not accept certified documents from a person who is related to you by birth, marriage or de facto relationship.

Step 4.

Scan the certified documents and submit for your application.

Please note: We do not accept photos of certified documents.

Certification must be dated within 6 months of your Ambulance Victoria application.

