

# STATUTORY DECLARATION AND CERTIFIED COPY



**A Statutory Declaration, also called a 'Stat Dec', is a statement you write, which is confirmed to be true in the presence of an authorised witness.**

You can fill in an online form or download and print one from [www.ag.gov.au/legal-system/statutory-declarations](http://www.ag.gov.au/legal-system/statutory-declarations).

A Certified Copy is a photocopy of an original document (for example, your Driver Licence), which has been signed by an authorised witness.

The witness must view the original document and the photocopies together, and provide all of the following information on every page:

- › the statement "I certify this to be a true copy of the original..."
- › their full name, signature and date,
- › their qualification giving them the authority to witness documents,
- › their registration or identifying number,
- › their job title, company name, and stamp of business or equivalent.



## AUTHORISED WITNESSES

<b>Qualified people</b>	Justice of the Peace, Teacher (Primary, Secondary and Tertiary), Minister of Religion, Marriage Celebrant
<b>Government</b>	Employees of the Government (Local, State, Territory and Federal), Member of Parliament (your local member), Member of the Defence Force
<b>Law</b>	Police Officer, Solicitor, Lawyer, Attorney, Judge, Magistrate, Court Clerk, Bailiff, Registrar, Notary Public, Sheriff, Commissioner for Affidavits, Commissioner of Declarations
<b>Medicine</b>	Doctor, Nurse, Optometrist, Chiropractor, Dentist, Pharmacist, Physiotherapist, Psychologist, Veterinary Surgeon
<b>Post Office</b>	Australia Post Office workers (ask at counter)
<b>Finance and Banking</b>	Bank, Credit Union, Building Society officer. Tax Accountant, holder of Financial Services Licence, CPA, CA



# Statutory Declaration and certified copy

## PROOF OF IDENTITY

Photo-Identification, please send **one** of the following documents only

- Driver License
- Passport
- Proof of Age

If you **do not** have photo-ID, you must send **two** forms of identification

**One** of the following documents:

- Birth Certificate
- Citizenship Certificate
- Pension Card

**AND**

**One** of the following documents:

- Letter from Centrelink regarding a government assistance payment
  - Notice issued by federal, state or territory government or local council within the past twelve months that contains your name and residential address
- For example:
- Notice of an Australian Taxation Office (ATO) assessment
  - Rates from a local council

**If you need assistance please call the Member Hotline on 1800 808 614.**

If you require a printed copy of this Fact Sheet please contact the **Member Hotline** on **1800 808 614**.



**Member Hotline**  
**1800 808 614**



[service@ausfoodsuper.com.au](mailto:service@ausfoodsuper.com.au)



[ausfoodsuper.com.au](http://ausfoodsuper.com.au)



Locked Bag 5390  
Parramatta NSW 2124

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