

## Getting a certified copy of your documents

Occasionally, AvSuper requires a certified copy of specific documents to help us process and administrate your membership; for example, we need to verify your identity before releasing any money so may need copies of a marriage certificate, birth certificate or passport.

If the original document is not in English, we will also need certified copies of a professionally translated version and the professional's certificate of accuracy.

### What is a certified copy?

A certified copy is one that an approved person (see below) has signed to say that it is a genuine copy of an original document. Each and every page must include the phrase "certified true copy" and the signature, name and qualification of the approved person, plus the date of certification.

Using certified copies means that you keep the original but we can be sure of the authenticity of the information.

### Who is an approved person?

The following can certify copies of the originals as 'true and correct copies':

- A person enrolled on the roll of the Supreme Court of a State or Territory or the High Court of Australia as a legal practitioner
- A judge of a court
- A magistrate
- A Chief Executive Officer of a Commonwealth Court
- A registrar or deputy registrar of a court
- A Justice of the Peace
- A notary public (for the purposes of the Statutory Declarations Regulations 1993)
- A police officer
- An agent or permanent employee of the Australian Postal Corporation with 2 or more years of continuous service in an office supplying postal services to the public
- An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1995)
- A finance company officer with 2 or more continuous years of service with one or more finance companies (for the purposes of the Statutory Declaration Regulations 1993)
- An officer with, or authorised representative of, a holder of an Australian Financial Services Licence, having 2 or more continuous years of service with one or more licensees
- A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership
- A Commonwealth public servant with 5 or more years of continuous service