AmbulanceVictoria

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 c**lear and legible**. **All** submitted pages will need to be cerrfied.

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**

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...

*Stamp in lieu of address

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.

ambulance.vic.gov.au