



Office of the Migration Agents Registration Authority
Practice guide for registered migration agents

Certifying documents

Can registered migration agents certify documents for use by the Department of Home Affairs?

Yes. On 1 October 2006, the *Migration Regulations 1994* were amended to allow registered migration agents to certify copies of original documents relating to visa applications. You cannot do so if your registration is suspended or if you are subject to a caution.

How do I certify a document?

To certify a document you must view the original and the copy at the same time. Once you have checked the copy is accurate and no alterations have been made, you can certify it as an exact copy of the original.

If you are not sure if the original is authentic, you should make reasonable enquiries of the person requesting the certification. If you are still not satisfied the original is authentic, you should not certify the copy as a true and accurate copy of the original.

You may be certifying a one-page document or a multiple-page document.

If you are certifying a one-page document you need to:

- clearly write the words 'This is a true and accurate copy of the original' on the copy
- add your signature
- add the date
- clearly write the words 'Registered Migration Agent' and then 'Migration Agents Registration Number' or 'MARN' followed by your individual registration number below your signature
- add your telephone number and email address.

If you are certifying a multiple-page document, you need to certify the front page of the copied document as outlined above, and sign or initial each additional page.

Important: Each page of the copy should be numbered. If you are, for example, dealing with a 40-page document you need to number each page like this: Page 1 of 40, Page 2 of 40 and so on.

Please remember that it must be possible for the Department of Home Affairs to contact you, if necessary, from the details you provide.

Technical details

Regulation 2.13 in Part 2 of the *Migration Regulations 1994* provides more details on certifying documents. See particularly Regulation 2.13(5)(b)(iv).