CERTIFIED DOCUMENTS

What is a certified document?
A certified document is a clear and legible photocopy of an original document (such as a passport or transcript) with a statement and signature from an authorised individual.

When you require documents to be certified, you must ensure that you have the original document(s) to be sighted.

It is recommended that you photocopy the original document and bring the copy with the original when you attend to have a document certified.

Who can certify my documents?
There are a number of authorised individuals, listed below, who can certify documents for members of the public. Some will charge a fee so it is important to ask if it is free when making contact.

Chaplains, other ministers of religion and registered marriage celebrants
You can contact RMIT Chaplaincy:
» in person at Building 11 (Old Melbourne Gaol) City campus, Monday to Friday, 10 am–4 pm to find out when a chaplain is available to certify your documents
» by telephone on +61 3 9925 2043
» by email at chaplaincy@rmit.edu.au.

Justice of the Peace
You can locate a Justice of the Peace:
» by telephone on 1300 365 567
» online at the Department of Justice.

Bail justice
You can locate a bail justice by contacting the Honorary Justice Office:
» by telephone on +61 3 8608 6018
» by email at jp@justice.vic.gov.au.

Notary public
You can locate a notary public by visiting the Society of Notaries of Victoria. Select the area of Victoria most suited to you.

Barrister, solicitor or patent attorney
Visit lawyers.com.au. Use the search box to refine your search.

Pharmacist
Visit the Better Health Channel's services and support, choose ‘Pharmacist’ from the drop-down box and enter your postcode.

Doctors or health practitioners
Locate a doctor or health practitioner (e.g. nurse, chiropractor, dentist, psychologist or physiotherapist) in Melbourne.
Find medical services near any RMIT campus.

Bank manager
The manager of your local bank branch can certify your documents. You may wish to schedule an appointment to ensure they will be able to see you at a given time.

Member of Institute of Chartered Accountants
To find a chartered accountant, visit the Institute of Chartered Accountants. You must agree to terms and conditions before you can search the website and find a chartered accountant near you.

Probate Office
The Probate Office is part of the Supreme Court Registry and can be contacted:
» in person at the Supreme Court of Victoria – Registry, Level 2, 436 Lonsdale Street, Melbourne
» by telephone on +61 3 9603 9300.

Member of the police force
To locate a police station near you visit Victoria Police, then enter your location or postcode.

The closest police station to the RMIT city campus is:
Melbourne East
226 Flinders Lane
Melbourne 3000

If you have any queries about certified copies of documents, please contact:
» RMIT Student Legal Service
» The Hub on your campus
» Student Administration Support Line.