

What does Comcare mean by “certified copy”?

Applicants for approval or renewal of approval as rehabilitation providers by Comcare are required to submit documentary evidence in support of their application.

In the case of some of this evidence Comcare requires either an original document (returnable) or a certified copy of that document to be submitted.

Certified copies (or originals) are required of the following classes of document::

- All certificates held by applicants or their employees which are evidence that the applicant/employee possesses a **degree or graduate diploma** as described in Criterion 1.2 (a).
- All documentation submitted as evidence that the applicant/employee is **currently registered with a relevant registration authority** as described in Criterion 1.2 (c).
- All documentation submitted as evidence that the applicant/employee is a **full member of a professional association** related to the qualification referred to in the previous paragraph, or that they are eligible to be a full member of that association as described in Criterion 1.2 (d).
- All documentation relating to **insurance coverage** as described in Criterion 3.1(b) (**see note below**).

The certification consists of an endorsement on the actual copy which states that an appropriate person has sighted the original document and believes the copy to be a true copy of that document. A list of appropriate persons is at page two of this document. The person making the endorsing statement must sign the actual copy being provided to Comcare. This signature cannot be photocopied. For clarity that the signature is original, Comcare would prefer that it be in *blue ink*.

Send all requests for information to:

Approved Rehabilitation Providers – approval and renewal

Comcare

PO Box 9905

Canberra ACT 2601

Persons who can certify a document to Comcare

1. Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
2. Australian Consular Officer or Australian Diplomatic Officer within the meaning of the *Consular Fees Act 1985*
3. Bailiff
4. Bank, building society, credit union or finance company officer with 5 or more continuous years of service
5. Chiropractor
6. Civil marriage celebrant
7. Commissioner for Affidavits or for Declarations
8. Dentist
9. Fellow of the National Tax Accountants' Association
10. Judge, magistrate, master, clerk, registrar or deputy registrar of a court, or chief executive officer of a Commonwealth court
11. Legal practitioner
12. Medical practitioner
13. Member of the Association of Taxation and Management Accountants, the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
14. Member of the Australian Defence Force who is:
 - a) an officer, or
 - b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with five or more years of continuous service, or
 - c) warrant officer within the meaning of that Act.
15. Member of the Institute of Corporate Managers, Secretaries and Administrators
16. Member of the Engineers Australia, other than at the grade of student
17. Member of a Commonwealth, State or Territory parliament, legislature or local government authority
18. Minister of religion registered under Division 1 of Part IV of the *Marriage Act 1961*
19. Notary Public
20. Nurse
21. Patent attorney
22. Permanent employee of a Commonwealth, State, Territory or local government authority with five or more years of continuous service

23. Permanent employee of the Australian Postal Corporation with five or more years of continuous service who is employed in an office supplying postal services to the public
24. Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
25. Pharmacist
26. Physiotherapist
27. Police officer
28. Psychologist
29. Senior Executive Service officer of the Commonwealth, or of a State or Territory, or of a Commonwealth, State or Territory authority
30. Sheriff or Sheriff's officer
31. Teacher employed on a full time basis at a school or tertiary education institution
32. Veterinary surgeon
33. Justice of the Peace