Australian Government
Department of Defence

Fact sheet for review of transfer and/or separation under section 26, section 27 and section 28 of the Defence Regulations 2026 (DR 2026)

Trigger warning and support services

You may find the content of this form or the application process distressing. We encourage you to seek support in a way that works for you, whether that be a trusted person, a colleague, a member of your chosen family or a professional support service. If you are in immediate danger, call 000. Support services are available should you need them. Information about support services you can access can be found at: Crisis support | ADF Members & Families | Defence (https://www.defence.gov.au/adf-members-families/crisis-support)

Who can use this form?

This form can be used by Defence members who are seeking a review of their transfer and/or separation from Defence under the following provisions in the Defence Regulations 2026:

- **Treating service as ending for another reason under section 26.** They are seeking recognition that they could have been separated for another reason at the time they ceased all forms of service.
- **Treating a member as being medically unfit at time of joining Reserves under section 27.** They are seeking recognition that they were medically unfit at the time they became a member of the Reserve.
- **Treating service as having ended due to discriminatory policies under section 28**. They are seeking recognition that their service ended due to, or related to, a prevailing discriminatory Defence policy.

Where the former Defence member is deceased or unable to complete the application themselves, an eligible representative can apply on their behalf.

What will this application cost?

There is no fee to submit an application for review of transfer/separation.

Proof of identity

To provide proof of your identity please attach certified copies of the evidence listed at Part F of this form. If you are applying on behalf of the Defence member, please also include their proof of identity.

Further enquiries

For further information or any queries about applying for a review of a member's transfer and/or separation, please contact email: defence.retrospective-determinations@defence.gov.au

Privacy and your personal information

Personal information is protected by the *Privacy Act 1988* (Cth). Defence collects, stores, uses and discloses personal information in accordance with the requirements of Defence Privacy Policy. If you have questions or concerns about how your information will be handled, please contact defence.privacy@defence.gov.au.

The purpose of collecting the Defence member's personal information during this application process, is to determine whether the following circumstances apply:

- whether they could have been separated for another reason at the time they ceased all forms of service with Defence.
- whether they were medically unfit at the time they became a member of the Reserve.
- whether their service ended due to, or related to, a prevailing discriminatory Defence policy.

Any personal information provided to Defence regarding this application will be stored, used and disclosed by the Chief of the Defence Force (CDF) or their authorised delegate for the purpose of making a determination on this application. Personal information will be stored in accordance with the *Privacy Act 1988* (Cth) and managed in compliance with Defence's record keeping requirements. If the CDF or their authorised delegate considers that grounds exist to approve this application, Defence may provide the determination and the Defence member's personal information to other agencies, such as the Commonwealth Superannuation Corporation, the Directorate of Honours and Awards and/or the Joint Transition Authority.

Supporting evidence

Please provide as much information as possible to support your application, while avoiding materials that might cause you distress. The more information you can share, the more it may support this application. Please see Part D of this form for the type of supporting evidence that can assist this application. Please note applicants are not required to undertake extensive research of their Defence records or provide a detailed account of historical events. They also do not need to include information from their records that is already held by Defence. Evidence that is obtained at or around the date of transfer/separation will hold the most weight. For Defence members seeking to be treated as being medically unfit, this evidence could include diagnosed medical conditions, date of onset and indicate what restrictions this condition had on the Defence member's ability to perform their ADF role/duties. These medical conditions do not have to be service related to meet the criteria of being medically unfit.

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What is the criteria for approving your application?

The following criteria is used when assessing applications under section 26, section 27 and section 28 of DR 2026:

- For applications under **DR 2026, section 26**, there should be evidence the Defence member could have been separated for a reason other than their original separation reason at the time they ceased all forms of service. For example, that they were medically unfit and could have been medically separated. To be considered medically unfit, CDF delegates consider whether the former member suffered from an identifiable physical or mental health condition at the time they ceased all forms of service and if so, whether the condition's symptoms significantly affected the capacity of the member to perform their military duties *at the time of their separation.* Please note that the former member's medical status is assessed against the policies and requirements that were extant at the time they ceased all forms of service. The development or later deterioration of a medical condition after the member has separated does not meet the criteria for being medically unfit.

- For applications under **DR 2026, section 27,** there should be evidence the Defence member was medically unfit at the time they became a member of the Reserve. To be considered medically unfit, CDF delegates consider whether the Defence member suffered from an identifiable physical or mental health condition at the time they became a member of the Reserve and if so, whether the condition's symptoms significantly affected the capacity of the member to perform their military duties *at the time they became a member of the Reserve.*

- For applications under **DR 2026, section 28**, there should be evidence the former Defence member's service ended directly or indirectly due to a prevailing discriminatory Defence policy. This includes Defence's historical discriminatory policies regarding homosexuality, gender identity, marriage and pregnancy. Some examples of indirect causation include: 1. Where following an interview with a commanding officer, the member voluntarily separates from service due to pressure from their chain of command. 2. Where a member separates following an investigation, or decides to voluntarily separate due to a downgrade in their security clearance.

What happens if your application is supported?

If a former Defence member's application is supported, the original reason for their separation recorded on their service records is not physically removed or changed due to the requirements of the *Archives Act 1983*. A new record in the form of a Determination Letter from the CDF (or their authorised delegate) will be sent to them and a copy will also be included on their service records. The Determination Letter acknowledges the new separation reason and sits alongside the original record to effectively explain the benefit of new knowledge over time. This letter provides an acknowledgement from Defence that:

- the Defence member could have been separated for another reason at the time they ceased all forms of service with Defence under DR 2026, section 26, and/or
- the Defence member was medically unfit at the time they became a member of the Reserve under DR 2026, section 27, or
- the former Defence member's service ended due to, or related to, a prevailing discriminatory Defence policy under DR 2026, section 28. This application enables affected former Defence members to seek formal recognition that their service was impacted by conduct and policies that are no longer consistent with contemporary Defence Behaviours and Values or community expectations.

Financial benefits

Approval of this application does not provide eligibility for any payments or benefits such as Defence, compensation or superannuation benefits. These benefits are administered under separate legislation and assessed according to specific criteria outlined in the applicable legislation. This includes legislation that is administered by the Department of Veterans' Affairs (DVA) and the Commonwealth Superannuation Corporation (CSC).
Further information about applying to DVA for assistance can be found at: https://www.dva.gov.au.
Further information about applying to CSC for retrospective invalidity can be found at: https://www.csc.gov.au/Defined-benefit-members/Manage/Sickness-and-injury/ADF-medical-transition/Member-guide#retrospective-invalidity.

Defence Honours and Awards

If an application is supported, it will be sent to Defence Honours and Awards to assess the former member's eligibility for the Australian Defence Medal (ADM) if not yet received. Further information on the Honours and Awards application process can be found at: https://www.defence.gov.au/adf-members-families/honours-awards/policy-information/fact-sheets-guides

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How does the DR 2026, section 26 process work?

Once an application is received, if the former Defence member is seeking to be treated as being medically separated, the application will be sent to Joint Health Command (JHC) to conduct a comprehensive review of the former member's health, personnel and service records and any additional supporting evidence provided with the application.

Once advice has been provided by JHC, it will be reviewed by the CDF Delegate along with the former member's service records and any additional supporting evidence provided with the application. Each application is examined in detail and in the full context of the Defence member's circumstances at the time they ceased all forms of service with Defence, which can take time.

If there is insufficient evidence to support the application, the former member and/or their representative will be advised and given the opportunity to provide additional evidence.

Once a determination has been completed by the CDF Delegate, a Determination Letter will be sent to the former member and/or their representative via their nominated email address or by mail if requested. A copy of the Determination Letter will also be included on the former Defence member's service records

If the application is supported it will be sent to Defence Honours and Awards to assess the former Defence member's eligibility for the ADM if they have not received it already.

How does the DR 2026, section 27 process work?

Once an application is received, if the Defence member is seeking to be recognised as being medically unfit at the time they became a member of the Reserve, the application will be sent to JHC to conduct a comprehensive review of the Defence member's health, personnel and service records and any additional supporting evidence provided with the application.

If a section 27 application is received from a member that is still serving in the Reserve (SERCAT 2-5), a Central Military Employment Classification Review (CMECR) will be initiated for the member. Once the CMECR is complete, a Military Employment Classification - Determination (MEC-D) will allocate a Military Employment Classification (MEC) for the member in accordance with MILPERSMAN Part 3, Chapter 3 Military Personnel Policy Manual | Defence People Group

Once advice has been provided by JHC, it will be reviewed by the CDF Delegate along with the member's personnel and service records and any additional supporting evidence provided with the application. Each application is examined in detail and in the full context of the Defence member's circumstances at the time they became a member of the Reserve, which can take time.

If there is insufficient evidence to support the application, the member and/or their representative will be advised and given the opportunity to provide additional evidence.

After the member has been separated from Defence, a determination will be made by the CDF Delegate regarding their application under section 27 to be treated as being medically unfit at the time they became a member of the Reserve. This is because DR 2026, section 27 can only be applied after the member has ceased all forms of service.

Once a determination has been completed by the CDF Delegate, a Determination Letter will be sent to the former member and/or their representative via their nominated email address or by mail if requested. A copy of the Determination Letter will also be included on the Defence member's service records.

If the application is supported it will be sent to Defence Honours and Awards to assess the former Defence member's eligibility for the ADM if they have not received it already.

How does the DR 2026, section 28 process work?

Once an application is received, if the former Defence member is seeking recognition that their service ended due to, or related to, a prevailing discriminatory Defence policy, a comprehensive review of the former member's application, personnel and service records and any additional supporting evidence will be conducted to determine whether their service ended due to, or related to, a prevailing discriminatory Defence policy. Each application is examined in detail and in the full context of the former Defence member's circumstances at the time they ceased all forms of service with Defence, which can take time.

If there is insufficient evidence to support the application, or the member's records are incompete, the former member and/or their representative will be contacted and given the opportunity to provide additional evidence.

Once a determination has been completed by the CDF Delegate, a Determination Letter will be sent to the former member and/or their representative via their nominated email address or by mail if requested. A copy of the Determination Letter will also be included on the Defence member's service records.

If the application is supported it will also be sent to Defence Honours and Awards to assess the former Defence member's eligibility for the ADM if they have not received it already. They will also receive a Certificate of Appreciation.

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Instructions

Please complete this application form and submit it, along with any supporting documents, to email: defence.retrospective-determinations@defence.gov.au, or by mail to the address below:

Private and Confidential
Defence Retrospective Determinations Section, Military Personnel Division
Brindabella Park, Building 29, Level 4
PO Box 7980
Canberra BC ACT 2610

For further information about where you can access support services, please refer to: Crisis support | ADF Members & Families | Defence (https://www.defence.gov.au/adf-members-families/crisis-support).

Please make sure all fields and sections marked with * are completed before signing or submission.

Please note Defence cannot receive emails that have attachments over 10MB. Please send as multiple emails under 10MB if needed.

Reason for application* (please select relevant options below)

☐ Seeking recognition that a former Defence member could have been separated for another reason at the time they ceased all forms of service under section 26 of the Defence Regulations 2026. Please select the other separation reason they wish to be considered for:

- ☐ Medically Unfit
- ☐ Voluntary
- ☐ Other - please include other separation reason here: _____

☐ Seeking recognition that a Defence member was medically unfit at the time they became a member of the Reserve under section 27 of the Defence Regulation 2026.

☐ Seeking recognition that a former Defence member's service ended due to, or related to, a prevailing discriminatory Defence policy under section 28 of the Defence Regulations 2026.

Application type *

I am completing this application (select one):

☐ For myself. *Please complete parts B, C, D, E, and F.*

☐ As a representative or advocate for a former Defence member. *Please complete all parts.*

☐ On behalf of a deceased Defence member. *Please complete all parts.*

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Part A – Representative/chosen family member's details (if applying on former Defence member's behalf)

Given name(s): *

_____

Family name: *

_____

Date of birth:

_____

Email address: *

_____

Postal Address, including name of advocacy service if applicable: *

_____

_____

Contact number(s): *

_____

A.1 Is the Defence member you are applying for deceased? *

☐ No

☐ Yes

A.2 I am applying on behalf of the former Defence member for the following reason as they are unable to provide consent

☐ I am the former Defence member's guardian under a law of the Commonwealth, State or Territory

☐ The former Defence member's enduring power of attorney empowers me to make decisions on their behalf

☐ I have been appointed by a court, tribunal, board or panel (however described) under a law of the Commonwealth, a State or a Territory

☐ I am a member of the former Defence member's chosen family (please complete A.4 below)

A.3 Please select below if you are an acting as an advocate/representative for the former Defence member

☐ I am acting as the former Defence member's advocate/representative. *Please provide further details of advocacy service below if applicable*.

_____

A.4 Please select the option below that best describes your relationship to the Defence member if you are applying on their behalf

☐ Spouse or domestic partner (current or at time of death)

☐ Child

☐ Parent

☐ Sibling

☐ Named in the will of the former Defence member as an executor

☐ Other *Please provide details below. You may detail another type of relationship or any other reason you are part of their chosen family*

_____

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A.5 If the former Defence member is deceased or unable to provide consent, have you provided documentation to support your relationship to the person? * *Documentation may include marriage certificate, registration of a relationship, birth certificate, legal documentation such as power of attorney or evidence of joint financial or household accounts. If you cannot provide documentation, please tick no and we will contact you to discuss options.*

☐ Yes ☐ No

Part B – Personal details of Defence member

Given name(s): *

_____

Family name: *

_____

Date of birth: *

_____

Any former names the person has been known by (while serving) *

_____

Contact number(s) *

_____

Email address: *

_____

Current postal address: * _____

Part C – Defence member's service details

Service type * **(please select all relevant option below)**

☐ Navy

☐ Army

☐ Air Force

☐ Permanent service

☐ Reserve service

Please provide as much information below as possible to support your application, while avoiding materials that you think might cause you distress. ***Please note applicants are not required to undertake extensive research of their records or provide a detailed account of historical events.*** *They also do not need to include information from their records that is already held by Defence. If you are unsure about what to provide, please contact defence.retrospective-determinations@defence.gov.au and you will be contacted to discuss options.*

Original recorded reason for separation (if specific grounds are not known please include description as you understand it)

_____

Date of transfer and/or separation (if specific date not known please provide best estimate – eg Month and Year

_____

Rank at separation date

_____

Service ID (PMKeyS or Service number) *

_____

Periods of service (both Permanent and Reserve service if known)

_____

_____

_____

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Part D – Separation details *

Please provide as much information as you feel able to, you only need to complete the areas that are applicable to you. We understand that recalling exact information from the past may be difficult. The more information you can share, the more it may support your application. You may wish to seek support if recalling information created distress. Information about support services you can access can be found at Crisis support | ADF Members & Families | Defence (https://www.defence.gov.au/adf-members-families/crisis-support). *If you are unsure about what information to provide, please contact* defence.retrospective-determinations@defence.gov.au *and you will be contacted to discuss options.*

D.1 All applicants - please select the outcome are you seeking from this application:

☐ Recognition and acknowledgement

☐ Eligibility for an award e.g the Australian Defence Medal (ADM)

☐ Annotation to service record (your service record will be annotated by including a letter of acknowledgment on your records)

☐ Other (please describe below)

_____

D.2 All applicants - eligibility for the Australian Defence Medal (please select below):

☐ I have already been awarded the ADM

☐ I have not been awarded the ADM. I understand that, if this application is approved and I completed less than four years of service or did not complete an initial enlistment or appointment period, my eligibility for the ADM may be assessed by Defence Honours and Awards

D.3 All applicants – if you can, please share any relevant information you can recall about your transfer and/or separation from Defence that is not included on your records. This may include why you transferred to the Reserve or separated from Defence. You are welcome to attach any additional supporting statements if there is insufficient space if you wish, however this is not mandatory. ***Please note applicants are not required to undertake extensive research of their records or provide a detailed account of historical events***. *They also do not need to include information from their records that is already held by Defence. If you are unsure about what to provide, please contact defence.retrospective-determinations@defence.gov.au and you will be contacted to discuss options.*

_____

_____

_____

_____

_____

_____

_____

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D.4 Section 26 and 27 applicants only - what identifiable medical condition(s) existed during your service and at the time of your transfer and/or separation for which a medical separation could have been considered? (please include dates if known)

Condition(s)	**Date of onset and/or diagnosis date** (if known)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

D.5 Section 26 and 27 applicants only - at the time of your transfer and/or separation, how do you believe your medical condition(s) affected your ability to complete your military duties? What restrictions did this have on your ability to complete your military duties?

_____

_____

_____

_____

_____

D.6 Section 26 and 27 applicants only - have you sought treatment for the medical condition(s)? If so, when did you first seek treatment?

_____

_____

_____

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D.7 Section 26 and 27 applicants only - is the treatment for any medical conditions ongoing?

☐ Yes

☐ No

D.8 Section 26 and 27 applicants only - additional medical/psychology information not contained within your Defence health and service records. Please attach any letters from your doctor, diagnostic or specialist reports to support your application. This can include civilian medical, specialist and psychology/psychiatrist reports. You do not need to include information from your health records that is already held by Defence.

D.9 Section 26 and 27 applicants only - additional evidence/information not contained within your Defence health and service records. Please attach any other additional evidence to support this application, such as statutory declarations, supported applications for retrospective invalidity from the Commonwealth Superannuation Corporation (CSC), supported submissions to the Commonwealth Ombudsman and/or any approved Department of Veterans' Affairs (DVA) claim documentation (if applicable). This could also include a chronology of events, and statements from former colleagues and/or relatives that supports this application.

The examples of additional evidence provided above are not mandatory and depend on each applicant's circumstances

Please note that the existence of approved DVA claims for service related injuries or illnesses does not mean that a member is or was medically unfit for service at a particular time, as the criteria for medical separation from service is different to the criteria used under the compensation legislation administered by DVA.

*To be considered medically unfit, medical conditions **do not** need to be related to a member's service. CDF delegates consider whether Defence members have been diagnosed with an identifiable physical or mental health condition **at the time they transferred or ceased all forms of service** and if so, whether the condition's symptoms significantly affected their capacity to perform their military duties at the time they transferred or ceased all forms of service. The Defence member's medical status will be assessed against the policies and requirements that were extant at the time they transferred or ceased all forms of service (not against current requirements). The development or later deterioration of a medical condition after the Defence member has transferred or separated does not meet the criteria for being medically unfit at the time they transferred or ceased all forms of service.*

If further information is required, we may ask for a statutory declaration to support this application. The more evidence you share, the more it may assist this application.

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Part E – Signed Acknowledgment, Release Authority and Certification *

Under section 190C of the *Defence Force Discipline Act 1982* (Cth), personal information including sensitive personal information (within the meaning of the *Privacy Act 1988* (Cth)) may be collected, used and disclosed for the purposes of determining this application. The Australian Privacy Principles in Schedule 1 of the *Privacy Act 1988* (Cth) regulate how Defence can collect, store, use and disclose personal (including sensitive) information, and how Defence members can access or seek correction of their personal information held by Defence.

I consent to the release of medical and psychology records (if applicable), and service and personnel records to Defence, for the purposes of determining this application pursuant to section 26,and/or section 27, and/or section 28 the Defence Regulations 2026. This information may also be released to the Commonwealth Superannuation Corporation (if applicable).

Authorisation to access health, psychology, service and personnel records

I _____ hereby authorise the release of the following records to be used for the purpose of determining my application pursuant to section 26, and/or section 27 and/or section 28 of the Defence Regulations 2026 (please tick all that apply).

- ☐ Health
- ☐ Psychology
- ☐ Service
- ☐ Personnel

I consent to relevant entities (including those listed below) or their agents disclosing and releasing any records held by them to Defence. These records may relate to me (if I am applying personally) or to the person who is the subject of this application (if I am applying as an eligible representative). These records may contain information about the facts and circumstances surrounding my separation.

- National Archives
- Australian War Memorial

I declare that the information provided in this application is true and correct to the best of my knowledge, and is not false or misleading.

I understand that I can withdraw this application at any time by notifying Defence and should advise Defence of any change to my personal or contact details.

Please initial the following (if applicable):

_____ In the event that the CDF (or their authorised delegate) considers, based on the evidence available, that I could have been separated on the grounds of medical unfitness for service in the ADF, I consent to the outcome of my application being released to the Commonwealth Superannuation Corporation if requested if I decide to apply for retrospective invalidity under superannuation legislation.

_____ I acknowledge that if this application is supported, this is not binding on the Commonwealth Superannuation Corporation or the Department of Veterans' Affairs.

_____ I acknowledge this application is separate from decisions under other legislation in relation to access to benefits. Those decisions will be based on the relevant criteria outlined in that legislation and I will need to apply separately to the Commonwealth Superannuation Corporation or the Department of Veterans' Affairs.

_____ I acknowledge that I should seek financial advice from a qualified and licenced professional on any possible financial implications of this application being approved.

_____ I consent to the disclosure of my information to my representative/advocate listed on this form.

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_____ I consent to Defence providing relevant personal and service information from this application to Defence Honours and Awards for the purpose of assessing my eligibility for the ADM.

_____ I consent to Defence providing relevant personal and service information from this application to the Joint Transition Authority for the purpose of completing a Certificate of Appreciation if this application is supported.

_____ This authority is to remain in force until revoked by me in writing.

_____ I certify that, to the best of my knowledge and belief, the information given in this form is correct and complete and that I will notify Defence of any changes of circumstances.

Name of Defence member (please print)**:** _____

Signature: _____

Date: _____ / _____ / _____

Name of representative if applying on behalf of Defence member (please print)**:** _____

Signature: _____

Date: _____ / _____ / _____

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Part F – Supporting documents *

F.1 Have you provided 100 points of certified identification documents? * *Details of documents required below.*

☐ Yes. *Enclosed with this application.*

☐ Yes. *Provided via Service Connect.*

☐ No. *Please provide further details below. Note that currently serving Defence members can apply using their Defence network accounts.*

_____

F.2 If you are a chosen family member applying on behalf of a former Defence member, you must include evidence of your relationship, such as a birth certificate if a parent/child or a marriage certificate/common law documentation if a partner.

F.3 Please use the checklist below to confirm you have provided 100 points of acceptable certified identification documents.

Checklist of identification documents				
You must suppy at least ONE primary document		**Required on document** **N** = Name, **P** = Photo, **A** = Address, **S** = Signature	**Points worth**	**Points gained**
Primary documents				
☐	Foreign passport (current)	N, P	70	
☐	Australian passport (current or expired within last two years but not cancelled)	N, P	70	
☐	Australian citizenship certificate	N	70	
☐	Full birth certificate (not extract)	N	70	
☐	Certificate of identity issued by the Australian Government to refugees and non-Australian citizens for entry into Australia	N	70	
☐	Australian driver's licence / learner's permit	N, A, P	40	
☐	Current Australian tertiary student identification card	N, P	40	
☐	Photo identification card issued for Australian regulatory purposes (e.g. aviation, maritime security, security industry etc.)	N, P	40	
☐	Government employee identification (Federal, State, or Territory)	N, P	40	

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Secondary documents				
☐	Department of Veterans' Affairs card	N, A	40	
☐	Centrelink card (with reference number)	N, A	40	
☐	Birth certificate extract	N	25	
☐	Birth card (NSW only)	N	25	
☐	Medicare card	N	25	
☐	Credit card or debit card	N	25	
☐	Australian marriage certificate	N, S	25	
☐	Australian Decree Nisi or Decree Absolute	N, S	25	
☐	Australian change of name certificate	N, S	25	
☐	Bank statement (showing transactions)	N, A	25	
☐	Current residential lease agreement	N, A	25	
☐	Taxation assessment notice	N, A	25	
☐	Current Australian mortgage documents	N, A	25	
☐	Current rating authority documents (e.g. land rates)	N, A	25	
☐	Current utility bill (less than 12 months old)	N, A	20	
☐	Reference from Indigenous organisation	N, P	20	
☐	Documents issued outside Australia equivalent to Australian documents (with accredited translation attached)	N, P	20	
			Total points provided (minimum 100):	

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F.4 Certifying your documents

The following sample of certifying authorities can certify your documents:

- ☐ Justice of the Peace
- ☐ Pharmacist
- ☐ Police Officer
- ☐ Medical Practitioner
- ☐ Legal practitioner enrolled on the roll of a Supreme Court or the High Court of Australia
- ☐ Bank officer with two or more continuous years of service
- ☐ Permanent employee of Australia Post with two or more years of continuous service
- ☐ Member of the Australian Defence Force who is an officer or a non commissioned officer within the meaning of the Defence Force Discipline Act 1982 with two or more years of continuous service; or a Warrant Officer within the meaning of that Act

For a full list of certifying authorities refer to the *Statutory Declarations Regulations 2023* available at www.legislation.gov.au.

The certifying authority must confirm in writing that you are the valid holder of the identification that you are presenting and that any copies are true copies of the original. The certification must include the names, address, occupation, telephone number, registration number of the certifying authority (if applicable) and the date of the certification.

If you live overseas and need to have documents certified or make a statutory declaration, it needs to be done by a person who is on a list of persons before whom a statutory declaration may be made and who has a connection to Australia. For example a doctor who is registered in Australia and working overseas or an Australian Consular Officer. Refer to www.ag.gov.au and www.dfat.gov.au for more information.