



Certifying AHPRA Documents

Some questions from members recently raised the issue of returns of documents from AHPRA – the Australian Health Provider Regulation Agency and requests to re-certify these documents.

Here attached is a RVAHJ Information Aide which further explains the challenge and also the solution our team negotiated with AHPRA. Thanks to our President Paul for driving the resolution and to Joe De Souza from the Springvale DSS Roster who raised the question.

RVAHJ Information Aide

AHPRA Certifications 2019

Introduction and Purpose

AHPRA is the Australia Health Practitioner Regulation Agency - the body responsible for regulating the health professions across Australia. As a JP, you will be called upon to certify true copies of documents which go to them.

Some certified copies were being returned by AHPRA because they did not meet the wording required by the AHPRA guidelines. Research



Australian Health Practitioner
Regulation Agency

by the Association revealed that the wording used in the AHPRA guidelines was modeled on the NSW certification approach and was not consistent with the new Victorian legislation.

Addressing this challenge

After an approach to AHPRA (by our President), AHPRA agreed to accept the Victorian wording "Certified to be a true copy of the original seen by me." Pictures should be endorsed with " I certify that the photograph is a true likeness of the individual presenting the document for certification."

The AHPRA team have been advised that they should accept certification wording which is "substantially the same" as in their guidelines. This should reduce any returns of forms.

The AHPRA teams in each State are responsible for the acceptance or rejection of Certified Copies. A form certified in Victoria could be reviewed by AHPRA in another State and they may not have complete visibility and

experience with our Victorian legislation. AHPRA teams across the nation have been advised that they should accept certification wording which is "substantially the same" as in their guidelines. We expect that this will alleviate most of the problems and significantly reduce the number of documents returned for re-certification.

If you do get a document returned from AHPRA and can't understand why it was rejected, please record the name of the applicant and let us know by email to social@rvahj.org.au so that we can follow up and work through the problems. Our goal is to respect your time and effort and minimise any need for redoing the certification and also to improve the level of service that we all bring to the community.



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AHPRA Certification Guidelines

Here are the AHPRA Instructions for Authorised Officers from their Certification Guidelines as at 20 October, 2019:

Instructions for Authorised Officers

- Check the copy provided to you is the same as the original document
- If the document contains a photograph (e.g. passport, driver's licence) visually compare the person's face presenting the document against the photograph to confirm that the person presenting the document is the person pictured in the copy with a photograph.
- On a single-page document, write or stamp, *'I have sighted the original document and certify this to be a true copy of the original.'*
- On documents with more than one page, initial every page and write or stamp the following on the last page *'I have sighted the original document and certify this to be a true copy of the original.'*
- On documents with a photograph, write or stamp *'I certify that this is a true copy of the original and the photograph is a true likeness of the person presenting the document as sighted by me.'*
- You must also write or stamp on the copy:
 - your signature
 - your full name
 - your occupation or profession (including your occupation or profession number, if relevant)
 - your stamp or seal (if relevant)
 - your phone number, and
 - the date.

In Victoria, please use the prescribed wording set out in Schedule 5 of the Oaths and Affirmations Regulations 2018:

"Certified to be a true copy of the original seen by me."

For photographs of a person for identification, you can add:

"the photograph is a true likeness of the person presenting the document."

We hope this Information Aide is useful and helps our JP and BJ team. If you have any questions, concerns or suggestions, please feel free to email social@rvahj.org.au and we will do our best to respond quickly.

You can watch a short video about certifying documents for AHPRA on the Association's Youtube channel: <https://youtu.be/AyDZDfcaOWk> or under training on our web site www.rvahj.org.au