

HELPCARD – SECONDARY ASSISTANCE SCHEME CERTIFYING WITNESSING OFFICER INSTRUCTIONS

A certifying witnessing officer may be:

- A police officer
- A Justice of the Peace
- A notary public
- An officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having five or more year's continuous service with one or more licencees
- A permanent employee of Australia Post with five or more years of continuous service who is employed in an office supplying postal services to the public
- A person enrolled on the role of a State or Territory Supreme Court or the High Court of Australia, as a legal practitioner (continued next page)
- A registrar or deputy registrar of a court
- An Australian consular officer or an Australian diplomatic officer
- A judge of court
- A magistrate
- A Chief Executive Officer of a Commonwealth Court

The certifying witnessing officer must:

1. Stamp or write "I certify this is a true copy of the original document" on each page (if more than one page)

Followed by:

2. Printed Name
3. Signature
4. Qualification (eg Justice of the Peace) and
5. Date

 <p>Western Australia NAME STREET ADDRESS SUBURB WA POST CODE REFERENCE NUMBER FAMILY MEMBER 1 REFERENCE NUMBER FAMILY MEMBER 2 REFERENCE NUMBER CARD START 1 JAN 2015</p>	<p>Expires 31 DEC 2015</p> <p>I certify this is a true copy of the original document</p> <p><i>[Signature]</i></p> <p>John Walter Jones Justice of the Peace 02/03/2015</p>
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Ensure you take copies of the original concession card document that has been certified as a true copy by approved witnessing officer.