



PROVISIONAL MEMBER APPLICATION HANDBOOK

(Provisional Audiologist | Provisional Audiometrist)

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1 Introduction

This handbook is intended to guide an individual applying to be a provisional member of the New Zealand Audiological Society (NZAS). The individual may be New Zealand trained or overseas trained and may be applying to be a provisional audiologist or provisional audiometrist. The requirements for the different membership classes, and the pathways to become said members, are detailed in the Membership Qualifications and Pathway Policy.

This handbook provides supplementary details to describe the policy requirements and assist an individual with completing the application form.

1.1 What is the New Zealand Audiological Society?

NZAS is the professional body for audiologists and audiometrists in New Zealand.

We are committed to excellence in hearing health care and enabling people with hearing and balance disorders to fully participate in their communities.

As a self-regulatory body, NZAS sets ethical and professional standards of practice for the members and advocates on hearing health care matters.

The purpose of the Society is to promote, advance, and support evidence-based audiology practice, research, education, and advocacy to further the interests of people with ear, hearing, and balance disorders, the Society, and its members. This is done through the setting of professional scopes of practice, professional standards, establishing and maintaining ethical practice and conduct, and promoting continuing education and professional development for members. The NZAS works collaboratively with government agencies and stakeholders, to support the development of services for people with ear, hearing, and balance disorders, independent from the effects of commercial pressures.

In giving effect to these purposes, NZAS is committed to enact and comply with policies, practices, and procedures that reflect New Zealand's commitment to the provisions, spirit, and intent of te Tiriti o Waitangi.

1.2 NZAS membership classes

The classes of membership are:

- a. Provisional Audiologist Members
- b. Provisional Audiometrist Members
- c. Audiologist Members (“Audiologist MNZAS”)
- d. Audiometrist Members (“Audiometrist MNZAS”)
- e. Honorary Members
- f. Student Members
- g. Associate Members

The requirements to apply for each membership class, and the entitlements afforded with each member class, can be found in the NZAS Constitution and the *Membership Qualifications and Pathway Policy*.

When you initially apply to join the NZAS as an audiologist or audiometrist, you apply to be a provisional member. As a provisional member you work to obtain your Certificate of Clinical Competence (CCC). For further information regarding the CCC process, refer to the [Audiometrist CCC Handbook](#) or [the Audiologist CCC Handbook](#).

2 Applying to be a Provisional NZAS member

2.1 Provisional Audiologist member

The equivalent of the New Zealand Master of Audiology (MAud) degree is required for consideration of provisional audiologist membership in NZAS.

An individual must meet qualification criteria as well as meet English language requirements to apply to be a provisional member of NZAS (see *Membership Qualifications and Pathway Policy*).

In addition, each application requires the following information to be provided:

- Personal information, including personal and work-related contact details, audiology-related qualification(s) and any relevant work experience.
- Disclosure of any previous criminal or professional misconduct
- Agreement to abide by NZAS Constitution, NZAS Code of Ethics and member policies.
- Clinical supervision plan.
- Nomination for NZAS provisional membership by two MNZAS members.

Note: When a certified copy of a document is required, the document must be a photocopy of the original document which has then been stamped or endorsed by a person who confirms that the copy is a true copy of the original document. The person certifying your documents (the “certifying officer”) must be authorised by the law where you live to administer an oath for a judicial proceeding (refer to Appendix 1 for further details.)

2.1.1 Audiology Qualifications from a New Zealand University

A graduate of a NZAS-endorsed Masters of Audiology programme in New Zealand should complete the [Application for Provisional Membership – NZ Graduate](#). This application requires documentation supporting completion of all course requirements – this may include signed confirmation by the Audiology Programme Head of Department or a certified copy of the degree.

2.1.2 Audiology Qualification from outside of New Zealand

If an individual completed their audiology qualification outside of New Zealand, there are two pathways to become a Provisional Audiologist member of NZAS:

- 1) Overseas Recognition Pathway, or
- 2) Rest of World Pathway.

There is one application form for both pathways, so an applicant completes all sections relevant to them.

To apply to be a Provisional Audiologist member of NZAS, an applicant must have an audiology-related qualification which is academically equivalent to the NZAS-endorsed Masters of Audiology (MAud) programme in New Zealand.

The current criteria requires that the audiology qualification includes minimum post-graduate level study in audiology, coursework that covers similar topics to the New Zealand MAud degree, and at least 200 hours of supervised clinical practice. You will need to provide evidence in your application that confirms this, including transcripts, course descriptions (commonly found in course handbooks), and evidence of clinical hours. All academic transcripts and records of clinical hours must be certified to ensure that they are valid and accurate evidence.

All overseas-qualified applicants must have their qualifications reviewed by the [New Zealand Qualifications Authority](#) to confirm the level of qualification (ie. masters, diploma, etc), unless the qualification is listed on the [NZAS website](#) as having previously been assessed. If you have any questions, please contact admin@audiology.org.nz prior to proceeding.

All overseas-qualified applicants, irrespective of the NZQA assessment, must have their qualification verified to ensure that the individual completed the qualification stated. This verification is undertaken by DoubleCheck NZ.

After the degree has been validated and verified, the applicant is required to provide evidence, through a mapping matrix within the application form, that the degree is equivalent in its content to a MAud from New Zealand.

2.1.2.1 Overseas Recognition Pathway

NZAS recognises some countries as having equivalent Certificate of Clinical Competence (CCC) requirements to those in New Zealand. If you completed your Master of Audiology or Doctorate of Audiology qualification in one of the following countries and hold a current certificate of clinical competence or practising licence from one of these countries, you will be eligible to apply under the Overseas Recognition Pathway:

- Australia
- Canada
- United States of America

2.1.2.2 Rest of the World Pathway

An individual whose audiological qualification is from a country other than Australia, Canada or the United States of America, will have their application considered under the Rest of the World Pathway. Their application will be subject to review by an Overseas Candidate Review Panel (OCRCP). An applicant should allow up to three months for the application to be reviewed, from the date of submission.

2.2 Provisional Audiometrist member

NZAS accepts applications from suitably qualified Audiometrists (see *Membership Qualifications and Pathway Policy*), which includes:

- a. A TAFE Diploma (Australia) in Audiometry, or
- b. Registration with the Health and Care Professions Council (HCPC) as a Hearing Aid Dispenser (United Kingdom), or
- c. A qualification that has been verified and deemed by the Executive Council to be, at a minimum, academically equivalent to the TAFE Diploma in Audiometry or HCPC Hearing Aid Dispenser registration.

Alternatively, an individual may apply to be an Audiometrist member when their audiology qualification is not deemed to be academically equivalent to a New Zealand Master of Audiology.

All overseas-qualified applicants must have their qualifications reviewed by the [New Zealand Qualifications Authority](#) to confirm the level of qualification, unless the qualification is listed on the [NZAS website](#) as having previously been assessed. If you have any questions, please contact admin@audiology.org.nz prior to proceeding.

All overseas-qualified applicants, irrespective of the NZQA assessment, must have their qualification verified to ensure that the individual completed the qualification stated. This verification is undertaken by DoubleCheck NZ.

3 English Language Requirements for all Provisional members

English is one of the three official languages of New Zealand (alongside Te Reo Māori and New Zealand Sign Language). Given that interactions with clients/patients/consumers and colleagues, as well as the clinical exam, will predominantly occur in English, there are minimum English language requirements for all NZAS provisional members (audiologist and audiometrist).

An applicant who has completed their audiology qualification in a country other than New Zealand, Australia, Canada or the USA, must provide evidence that they have met **one** of the following criteria:

1. **International English Language Testing System (IELTS) Academic** with a score greater than or equal to 7.5 in Speaking, 7.5 in Listening, 7.0 in Writing, 7.0 in Reading and an average score of 7.5 or higher.
2. **TOEFL (iBT)** with a score greater than or equal to 26 in Speaking, 26 in Listening, 24 in Writing and 22 in Reading
3. **Completion of an Accredited Audiology qualification where the medium of instruction was English*, have_a current CCC/Practicing Licence from AND have practiced in** Australia, Canada, Republic of Ireland, United Kingdom, or United States of America.

*If your institution is in a non-English speaking country you will need to submit a letter on official letterhead from the Academic Registrar or a suitable delegate confirming that your degree was entirely taught and assessed in English (applies to both the awarding institution and the institution you studied at, if different).

Note:

- You can take the test in your country of residence.
- We do not accept revised TOEFL Paper delivered Test or ITP.
- Applicants may combine the results of more than one test attempt to achieve the results required; however, the standard must be achieved within 12 months of sitting the first test. Results from IELTS and TOEFL cannot be combined.
- All test results must be no older than 24 months when submitted.

Temporary revisions to English language requirements to accommodate challenges caused by COVID-19 pandemic: The validity of IELTS and TOEFL tests has been temporarily extended from two to three years.

NOTE: NZAS reserves the right to amend these provisions at any time.

4 Application process

4.1 How do I Request a Membership Application Package?

You may download a Membership Application Package from the NZAS website at:

<https://www.audiology.org.nz/becoming-a-member/audiologist-membership/>

4.2 How does NZAS Assess and Process my Application for Membership?

The assessment process aims to evaluate your audiology/audiometry training, English language proficiency, and provisions for supervised practice in order to determine your eligibility to become a provisional member of NZAS. The NZAS Administrator manages all membership applications and may be reached at: admin@audiology.org.nz or +64 9 817 9498 (or 0800 625 166 within NZ).

The application for provisional membership comes in two parts. The assessment process is slightly different depending on whether you completed your audiology qualification from a New Zealand university or overseas.

If you are a New Zealand educated audiologist you will typically submit Part One and Part Two of the application (with all supporting documentation) at the same time and the file will be reviewed by the NZAS Administrator and members of Membership, Examination and Supervision Committee (MESC).

If you are an internationally trained audiologist or audiometrist, it is recommended that you submit Part One **before** you arrive in New Zealand, and your application will be assessed by the Overseas Candidate Review Panel (OCRP).

4.2.1 Part One

Part One collates information pertaining to: Country of qualification; English language competency/proficiency; personal information; qualification equivalency; professional experience; background and verification checks; and NZAS Code of Ethics and Conduct Declarations. Please ensure you complete all sections in full to enable us to promptly process your application. A Provisional Membership Application Checklist for Part One is provided. Failure to complete all information and provide supporting documentation may result in delays in processing the application.

Part One can be submitted before you have an employer and supervisor in New Zealand. If your application is accepted you will be provided with confirmation that you are eligible for provisional audiologist or provisional audiometrist membership of the NZAS, subject to successful submission of Part Two.

4.2.2 Part Two

Part Two comprises of agreements relating to an applicant's CCC supervision, supervision plan, nomination for provisional NZAS membership, and employment details.

Part Two can only be submitted after the applicant has an employer and supervisor in New Zealand.

Note, it is possible to submit both Part One and Part Two at the same time. Alternatively, a maximum of one year may lapse between submission of Part One and Part Two.

Both Part One and Part Two comprise of three components to the assessment process: Preassessment, Assessment and Outcome.

4.3 Components of the assessment process

4.3.1 Part One: Preassessment

The [application form](#) and supporting evidence is checked for completeness, including payment of the application fee. If the documentation is incomplete, the applicant is notified.

4.3.2 Part One: Assessment

When all required documentation is confirmed as being received, an assessment of the application will be undertaken. This Assessment step will evaluate: Academic and clinical qualifications; professional experience; background and verification checks; and English language proficiency.

4.3.2.1 Academic and Clinical Qualifications

To evaluate academic and clinical qualifications, the following documents are required for this Assessment step:

- Certified copy of your audiology or audiometry qualification¹
- [NZQA Assessment report](#) for non-NZ graduates to validate the level of the international audiology or audiometry-related qualification. (Note, some qualifications have previously been assessed by NZQA and are listed on the NZAS website. If your qualification is listed, you do not need a NZQA Assessment Report)
- DoubleCheck Assessment Report for all non-NZ graduates verifying that the applicant did complete the qualification reported
- Certified copy of your current CCC (or equivalent) if held.
- If an Audiologist applicant completed their audiology degree from a country other than Australia, Canada or the USA, they are applying under the Rest of World Pathway and need to provide details regarding their course work and clinical hours (see below) which have been certified by the university.
- If an Audiometrist applicant did not complete a TAFE Diploma (Australia) in Audiometry or were not registered as a Hearing Aid Dispenser with the Health and Care Professions Council (HCPC), they need to provide details regarding their course work and clinical hours (see below)

For further information regarding certified copies of documentation, please refer to Appendix 1.

Qualification Requirements for Audiologists applying under the Rest of World Pathway

If the applicant is applying to be a Provisional Audiologist, the assessment will determine whether their audiology education and credentials are at a minimum a master's level qualification deemed to be equivalent to the NZAS-endorsed MAud programmes. NZQA undertakes this assessment to determine that the international qualification is equivalent to a NZ master's level qualification. Some international audiology qualifications have previously been assessed by NZQA. These qualifications are listed on the NZAS website. An individual who is applying to join NZAS should check if their qualification is on this list, and if not they will need to apply to NZQA for an assessment of their qualification.

If an audiologist applicant completed their audiology degree from a country other than Australia, Canada or the USA, they are applying under the Rest of World Pathway, and their application will include a review of coursework and clinical practice hours during their course of study.

1) Course work

To practice as an audiologist in New Zealand you must be able to demonstrate your qualifications and coursework reflect the minimum requirement necessary to practice in New Zealand. You are required to

¹ NZ-trained Audiologists who are awaiting their MAud thesis result are required to submit documentation supporting completion of all course requirements with signed confirmation by the Audiology Programme Head of Department

map your own coursework and clinical practice hours to the minimum requirements set by NZAS. A mapping template is provided within the application form. You must also provide a course handbook (or equivalent) that gives a detailed description of your programme of study and clinical practice as the course mapping will be verified by the OCRP.

Each course description should include:

- Course content, objectives and required reading;
- Total number of taught hours;
- Course format
- Method of assessment.

Some deficiencies (such as missing course topics, or insufficient clinical supervision hours) in Masters or Professional Doctorate programmes may be filled by knowledge and skills gained in an undergraduate Audiology programme. If an undergraduate degree is used as evidence of knowledge and skill acquisition, a certified copy of the undergraduate degree and course descriptions also need to be included in the application and referenced in the mapping document.

Where there are specific deficiencies in knowledge and skills, but the applicant can demonstrate they have received additional training and work experience in those areas, the combination of work experience and continuing education may be considered sufficient. Evidence of learning needs to be provided before it can be considered equivalent to the training obtained by a Masters or Doctorate student.

2) Clinical Practice Hours

Each applicant applying to be a provisional audiologist under the Rest of World Pathway must demonstrate that they have undertaken a minimum number of 250 hours audiology clinical practice hours, including a mix of paediatric and adult clients/patients. Each applicant must demonstrate a minimum total of 250 hours - 200 hours must be direct client contact with 'at elbow' direct supervision and the other 50 hours can be observation. The applicant is asked to complete the table provided in the application form with clinical practice hours undertaken as part of their course of study. This needs to be signed by the Programme or Course Director verifying that the number of clinical practice hours the individual has completed is correct. If the Programme or Course Director is unable to sign the application form, then certified copies of the individual's logbooks or a certified letter from the university may be accepted. (For further information regarding certified documentation, refer to Appendix 1)

Qualification Requirements for non-TAFE or non-HCPC registered Audiometrists

To practice as an audiometrist in New Zealand you must be able to demonstrate how your audiology/audiometry education and credentials are academically equivalent to the TAFE Diploma in Audiometry or HCPC Hearing Aid Dispenser registration.

Each applicant needs to provide:

- 1) A course handbook (or equivalent) that gives a detailed description of the programme of study and clinical practice. The course descriptions should include:
 - Course content, objectives and required reading
 - Total number of taught hours
 - Course format and method of assessment
- 2) Evidence of clinical practice hours during course of study, which is signed and dated by the Course Director. If the Course Director is unable to sign the application form, then certified copies of the applicant's logbooks or a certified letter from the university will be accepted. (For further information regarding certified documentation, refer to Appendix 1)

4.3.2.2 Professional Experience of Overseas Qualified Audiologists and Audiometrists

The application form for overseas-qualified audiologists and audiometrists requires evidence supporting an individual's professional experience and their good clinical standing. The following three pieces of evidence are required:

- Curriculum vitae (CV) - needs to be current and include an individual's qualifications and clinical practice experience.
- Membership with an Audiology regulatory or professional body – applicant needs to list all the regulatory or professional bodies with which they have been registered or been a member and include their membership/registration number - which the OCRP can use to undertake a registry check

If an individual's membership or registration with their regulatory or professional body has lapsed, they must request that a letter of good standing be sent directly from their previous organisation to admin@audiology.org.nz

- Professional Reference - each applicant needs to ask someone who is familiar with their recent practice to complete the Professional Reference form (included in the application form). The referee must send the completed form directly to NZAS at admin@audiology.org.nz.

4.3.2.3 Background and Verification Checks for all Provisional Member Applications

Applicants to NZAS are required to declare any criminal offences, findings and proceedings that relate to them. If an applicant declares that they have been charged with an offence, they must provide the details of all relevant criminal history to NZAS along with any other supporting information.

Each applicant must disclose any previous complaints or disciplinary action by a university, professional/regulatory body or employer. If an applicant declares that they have been the subject of a

finding of professional misconduct, incompetence or incapacity by their employer or any other body, they must provide the details to NZAS along with any other supporting information.

The NZAS will review the information provided and determine an applicant's level of risk to the public, the possible impact on their audiology practice, and suitability for membership of the NZAS.

4.3.3 Part One: Outcome

The possible outcomes for a **Provisional Audiologist** application are:

- Application reveals that applicant's training and qualifications are at a minimum **equivalent** to a New Zealand audiology programme
 - Application is conditionally approved pending submission of Part Two of the application form
- Application reveals **minor gaps** in education or training.
 - Applicant will be provided an opportunity to rectify these gaps by a specific deadline (e.g. by providing additional information).
- Application reveals **major gaps** and as such the OCRP has determined that the qualification or training is significantly different to the minimum standards for a Masters of Audiology from a New Zealand programme
 - If the applicant's qualification meets requirements for a provisional audiometrist, the applicant will be given the option to proceed as a provisional audiometrist applicant.
 - Or, the applicant will receive written notice that they are not eligible to continue with the application process.

The possible outcomes for a **Provisional Audiometrist** application are:

- Application reveals that applicant's training and qualifications are at a minimum **equivalent** to a TAFE Diploma in Audiometry or HCPC Hearing Aid Dispenser registration.
 - Application is conditionally approved pending submission of Part Two of the application form
- Application reveals **minor gaps** in education or training.
 - Applicant will be provided an opportunity to rectify these gaps by a specific deadline (e.g. by providing additional information).
- Application reveals **major gaps**, as such the OCRP has determined that the qualification or training is significantly different to the minimum standards of a TAFE Diploma in Audiometry or HCPC Hearing Aid Dispenser registration.

- Applicant will receive written notice that they are not eligible to continue with the application process.

If an applicant's application is unsuccessful and they perceive there may have been an error in the assessment process, the applicant can request that the application be reconsidered by NZAS. Such a request needs to be made to admin@audiology.org.nz within 28 days of receipt of the membership outcome decision.

4.3.4 Part Two: Pre-assessment

Supervision plan details are received by NZAS. The NZAS Administrator will check that the applicant's supervisor is a MNZAS audiologist who has completed training in supervision.

4.3.5 Part Two: Assessment

The supervision plan and agreement are reviewed by MESC or OCRP (depending on the person's country of training) to ensure appropriate resources and processes are in place to support supervision. Additional supporting documentation may be requested if not provided initially.

4.3.6 Part Two: Outcome

The applicant is confirmed as being a provisional member who is proceeding with their CCC via the Fast-track Pathway or the Standard Pathway, or the application to be a provisional member is declined with an explanation as to the reasons for decline.

5 Supervision

During the CCC, all provisional members will be required to undergo supervision. The purpose of the supervision period is for the supervisor to assist and mentor the candidate to ensure competency in all aspects of audiological service provision as detailed in the CCC syllabus. Furthermore, for those with qualifications from abroad, it is to provide support to enable the assimilation of New Zealand centric audiological practices. All members of NZAS must abide by NZAS Code of Ethics, NZAS Professional Standards and work within their Scope of Practice.

Your supervisor should be a MNZAS Audiologist who has successfully completed training in supervision.

The supervision plan is a contract between the supervisor and the supervisee (the applicant applying to be a provisional member). As such, both parties need to discuss and agree on the expectations and requirements of each other's roles and responsibilities. The agreed supervision plan is to be submitted with Part Two of the Provisional membership application.

If an Audiologist applicant is accepted for the **CCC Standard Pathway**, they will be required to undergo a **minimum of 11 months** supervised practice, which is a mixture of direct and indirect supervision (see Audiologist CCC Handbook for further details).

If an Audiologist applicant is accepted for the **CCC Fast-track Pathway**, they undergo supervision for a **minimum of 76 hours** within the first 4 months of work (see Audiologist CCC Handbook for further details). Supervision continues until such time as the candidate successfully completes the OSCE. After the first four months, a minimum of 3 hours of direct clinical observation is required per quarter. There is a 12-month time limit for provisional audiologists on the Fast-Track pathway to successfully obtain their CCC.

If an Audiometrist applicant is accepted for Provisional membership, they will need to undergo a **minimum of 2 years** supervised practice, which is a mixture of direct and indirect supervision (see Audiometrist CCC Handbook for further details).

NZAS Member Policies

Non-Discrimination Policy

NZAS respects the non-discrimination principles of the New Zealand Code of Human Rights. For these reasons, we do not discriminate for any reason, including age, gender, race, national origin, colour, religion, sexual orientation, family or marital status and disability.

Privacy Policy

NZAS is committed to adhering to the principles of the Privacy Act 2020. As such, NZAS is committed to protecting the privacy of all collected personal information and to responsibly share only the information required to achieve its tasks. Furthermore, an applicant or member has the right to ask for a copy of any personal information that NZAS holds about them and to ask for it to be corrected if it is wrong.

Verified and Mailed Documentation Policy

In some circumstances, NZAS will only accept valid, official, authenticatable and verifiable documents received by mail from third-party institutions. Where NZAS informs the applicant that verified and mailed documents are required, applicants must arrange to have their documents sent to NZAS directly.

Document Retention Policy

Documents received by NZAS that cannot be appended to an open or on-going application will not be retained and will be shredded. NZAS does not track and cannot provide information about shredded documents. Documents which form part of an open NZAS application are held on record as per the NZAS Privacy Policy.

Fraudulent Submission(s) or Cheating

All NZAS document submissions, applications and examination processes are meant to uphold professional integrity and security. If your application contains fraudulent documents, you can expect that your application will be immediately rejected and closed, without possibility of a refund. Where fraud is suspected, NZAS will notify policing authorities.

Application Checklists

Note: When a certified copy of a document is required, the document must be a photocopy of the original document which has then been stamped or endorsed by a person who confirms that the copy is a true copy of the original document. The person certifying your documents (the “certifying officer”) must be authorised by the law where you live to administer an oath for a judicial proceeding (refer to Appendix 1 for further details).

New Zealand Applicants - Audiologist

1. Personal details completed
2. Certified Proof of Identity & Proof of Name Change (if applicable)
3. Audiology programme Head of Department statement signed OR Certified copy of Master of Audiology Qualification
4. Read and signed Code of Ethics and Conduct Declarations
5. Signed Supervisor’s Declaration
6. Information sharing approval signed by applicant
7. Completed Supervision Plan and Agreement
8. Nomination for provisional membership signed by two MNZAS members
9. Employment Details
10. Application fee ready to send or paid via internet banking (use your name as reference)

Please note this application is for Provisional Membership status only. You must obtain a NZAS Certificate of Clinical Competence (CCC) to be entitled to apply for full membership status.

Overseas-Qualified Applicants – Audiologist and Audiometrist

Part One

1. Country of Qualification
2. English Language Test results (as per Section 3 of this document)
3. Personal details
4. Certified Proof of Identity & Proof of Name Change (*if applicable*)
5. Certified copy of Audiology / audiometry qualification
6. NZQA Assessment Report (if qualification is not listed on the NZAS website)
7. DoubleCheck Assessment Report
8. Course Handbook
9. Certified record of Clinical Practice Hours
10. Curriculum Vitae
11. Certified copy of Certificate of Clinical Competence or licence to practise (if current)
12. Letter of Good Standing (if membership has lapsed)
13. Professional Reference
14. Read and signed Declarations
15. Application fee

Part Two

1. Supervisor's Declaration
2. Information sharing approval signed by applicant
3. Completed Supervision Plan and Agreement
4. Nomination for provisional membership signed by two MNZAS members
5. Employment Details

Please note this application is for Provisional Membership status only. You must obtain a NZAS Certificate of Clinical Competence (CCC) to be entitled to apply for full membership status.

Appendix 1: Certified Documentation

When a certified copy of a document is required, the document must be a photocopy of the original document which has then been stamped or endorsed by a person who confirms that the copy is a true copy of the original document. The person certifying your documents (the “certifying officer”) must be authorised by the law where you live to administer an oath for a judicial proceeding.

The certifying officer must:

- View the original document
- Make a statement on the photocopied page/s to the effect of “I have sighted the original document and the copy provided is a true copy of the original” followed by their name, title, signature and date as shown below
- Include their witness seal/stamp if they have one.

In New Zealand, the following people are authorised to certify documents:

- Enrolled barrister and solicitor of the High Court of New Zealand
- Justice of the Peace
- Notary Public
- Court Registrar or Deputy Registrar
- Member of Parliament.

In other Commonwealth countries, the following people are authorised to certify documents:

- Solicitor of the High Court of New Zealand
- Justice of the Peace
- Notary Public
- Commissioner of Oaths
- Judge
- Commonwealth representative*
- Other person authorised by the law of your country to administer an oath there for the purpose of a judicial proceeding. Provide evidence of their authority.

In non-Commonwealth countries, the following people are authorised to certify documents:

- Solicitor of the High Court of New Zealand
- Judge
- Notary Public
- Commonwealth representative*.

* A Commonwealth representative includes any Ambassador, High Commissioner, Commissioner, Minister, Counsellor, Chargé d’Affaires, Head of Mission, Consular Officer, Pro-consul, Trade Commissioner, or Tourist Commissioner of any Commonwealth country and also includes any diplomatic secretary on the staff of any such Ambassador, High Commissioner, Commissioner, Minister, Counsellor, Chargé d’Affaires, or Head of Mission