



Australian Government
Department of Foreign Affairs and Trade

File Number: 10/10925

7 March 2013

Mr N M Russell
President
The Society of Notaries of New South Wales Inc
PO Box Q604
SYDNEY NSW 1230

Dear Mr Russell

I am writing to advise you of recent changes to the notarial services provided by the Department of Foreign Affairs and Trade (DFAT), in particular regarding the authentication of educational documents.

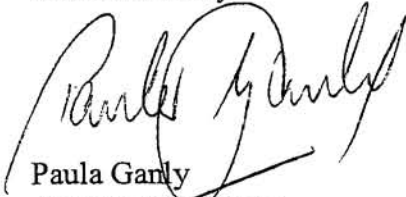
The following changes, intended to address concerns regarding the presentation of fraudulent documentation, will be effective immediately:

- i. DFAT will authenticate an educational document issued by an Australian educational institution, whether public or private, only if the document has first been certified by the central Student Admissions Office of the issuing educational institution, or has been notarised by an Australian Notary Public.
- ii. DFAT will not authenticate an educational document if there are any concerns regarding the legitimacy of the issuing Australian education institution. Should such concerns arise, the DFAT officer will endeavour to verify the identity and status of the institution, in consultation with the Australian Qualifications Framework and the Tertiary Education and Quality Standards Agency.
- iii. DFAT will no longer authenticate an educational document issued by a non-Australian educational institution, regardless of whether the document has been notarised by a Notary Public. Members of the public must pursue authentication of foreign-issued documents through authorities in the country in question.

Please note that these changes have been publicised on the 'Legalising documents' page of DFAT's *Smartraveller* website.

I would be grateful if you could ensure this information is communicated to the members of your society. Please note that we are similarly advising the societies of notaries public or law societies, as the case may be, in other States and Territories as well. I appreciate the collaboration of your organisations as we implement these changes.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Paula Ganly', written in a cursive style.

Paula Ganly
Assistant Secretary
Consular Policy Branch