



# MEMBERSHIP APPLICATION & RENEWAL

## Notes on Supporting Documentation

Current as at 01 June 2009

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When applying for membership you will be asked to provide documentation proving your eligibility for membership. Joining and renewing student members and those wishing to pay the 'Reduced Fee' must also provide supporting documentation. **Please read these notes to learn about:**

1. Documentation required
2. How to get your documentation certified (if applicable)
3. How to submit your documentation

### 1. DOCUMENTATION REQUIRED

#### 1.1 Students

**When applying AND renewing for student membership please provide a certified copy of your student card, which demonstrates your current enrolment in an accredited social work program.**

**If your student card DOES NOT demonstrate your enrolment in an accredited social work program (i.e. it does not include the name of your program – e.g. Bachelor of Social Work – and a current date) ask an AASW member (e.g. one of your lecturers) to write a declaration verifying your enrolment, using this template:**

I hereby declare that I have sighted *[insert student's name]* enrolment and verify that *[insert student's name]* is currently enrolled in the *[insert name of program e.g. Bachelor of Social Work]* at *[insert name of institution]*. *[His/Her]* student enrolment number is *[insert number]*.

Member's Name:  
Member's Signature:  
AASW Member No.:  
Date:

#### 1.2 Australian Qualified Social Workers

When applying for membership please provide a **certified copy of your degree OR academic transcript.**

### 1.3 Overseas Qualified Social Workers

When applying for membership please provide a **certified copy of your NOOSR assessment OR AASW assessment**. You will also need to provide your **NOOSR or AASW assessment number during the online application process**.

### 1.4 Reduced Fee Proof of Income

If your **gross personal income was less than \$38,500 in the previous financial year**, you may apply/renew for the Reduced Fee. Note this is not applicable to student members, as they pay the Student Fee. Please provide proof of eligibility for the Reduced Fee by submitting one of the following:

- Statutory Declaration
- Letter from your accountant
- ATO Notice of Assessment (**certified copy**)  
*(N.B. Please have your copy certified, then white out your Tax File Number and have the person certifying to initial this. Thank you).*
- Current Health Care Card (**certified copy**)

## 2. HOW TO GET YOUR DOCUMENTATION CERTIFIED

### 2.1 Who Can Certify

#### a) Members of Certain Professions including:

- Chiropractor
- Dentist
- Legal Practitioner
- Medical Practitioner
- Nurse
- Patent Attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Veterinary
- Surgeon

#### b) Other Persons including:

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer, (within the meaning of the Consular Fees Act 1985)
- Bailiff
- Bank Officer with 5 or more continuous years of service

- Building Society Officer with 5 or more years of continuous service
- Chief Executive Officer of a Commonwealth court
- Civil Marriage Celebrant
- Clerk of a Court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit Union Officer with 5 or more years of continuous service
- Fellow of the National Tax Accountants' Association
- Finance Company Officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in this Part
- Judge of a court
- Justice of the Peace
- Magistrate
- Master of a court
- Member of the Association of Taxation and Management Accountant
- Member of the Australian Defence Force who is: (a) an officer; or (b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or (c) Warrant Officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants Member of the Institute of Corporate Managers, Secretaries and Administrators
- Member of the Institution of Engineers Australia (other than at the grade of student)
- Member of: (a) the Parliament of the Commonwealth; or (b) the Parliament of a State; or (c) a Territory legislature; or (d) a local government authority of a State or Territory
- Minister of Religion registered under Division 1 of Part IV of the Marriage Act 196
- Notary Public, Permanent employee of: (a) the Australian Government or of an Australian Government authority; or (b) a State or Territory or of a State or Territory authority; or (c) a local government authority; with 5 or more years of continuous service who is not specified in another item in this Part
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made include Police Officer, Registrar, or Deputy Registrar, of a court
- Senior Executive Service officer of the Commonwealth, or of a State or Territory, or of a Commonwealth, State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution

## 2.2 Find a Justice of The Peace

<http://www.australia.gov.au/topics/law-and-justice/justices-of-the-peace>

## 2.3 What To Take

Be sure to take the **original documentation AND a copy** of the original.

## 2.4 What to Record

As per standard practice when having any documentation certified, it is a requirement that the **full name, address and contact phone number of the person certifying copies of documents**, together with their **qualification** (from the list above) be included with documentation submitted to the AASW.

# 3. HOW TO SUBMIT YOUR DOCUMENTATION

## 3.1 Online

The fastest way to submit your supporting documentation is by uploading it during the online application/renewal process:

1. **Scan** your documentation
2. **Save** your documentation
3. **Upload the file** when prompted

## 3.2 By Post

If you are unable to upload your supporting documentation during the online application/renewal process it is not a problem. Simply post it to AASW National Office once you have submitted your online application/renewal. Please note **we cannot assess your application/renewal until we have received the required documentation.**

## CONTACT

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