

Instructions for completing a statutory declaration

This form can be used to make a statutory declaration in Queensland whether it is signed physically or electronically or witnessed by someone in person or via audio visual link (AV link). Please complete the form following the instructions in the left-hand margin. You can find more information on making a statutory declaration at www.qld.gov.au/legal/documents. There is also information available if the person is witnessing the statutory declaration via AV link.

The address of the person making the declaration and the place where the declaration is signed are requested on the statutory declaration form. The individual making the declaration, or another impacted person, may exercise judgement and state their address as "Queensland" or "Australia" if it would be unsafe to reveal this information, such as if there are worries about domestic, family, or sexual violence. A witness is required to provide more personal information at the bottom of the form. A witness should refer to the "Fact Sheet – Witness information for statutory declarations or affidavits".

Oaths Act 1867 (sections 13C, 13E, 14)

QUEENSLAND STATUTORY DECLARATION

Insert full name and address of person making the declaration. An address can be listed as "Queensland" or "Australia" if it would be unsafe to reveal this information, such as if there are worries about domestic, family, or sexual violence.

I,
of
do solemnly and sincerely declare that

Whilst residing, travelling and/or working in another country than Australia:

Traffic Tickets/Infringements:

I have/have not been issued traffic ticket/s outside of Australia;

If applicable, please provide further details relating to **traffic matters**.

Cautions:

I have/have not been cautioned by Police outside of Australia;

If applicable, please provide further details relating to **cautions**.

Criminal/Court Matters:

I have/have not been questioned in relation to any criminal offence by Police outside of Australia;

I have/have not committed any offence outside of Australia;

I have/have not been charged by Police outside of Australia;

I have/have not been diverted from any court proceedings outside of Australia;

I have/have not appeared in court for any offences outside of Australia;

If applicable, please provide further details relating to **criminal/court matters**.

Domestic Violence Matters (<https://www.qld.gov.au/community/getting-support-health-social-issue/support-victims-abuse/domestic-family-violence>):

I have/have not been charged or convicted of a domestic or family violence offence or any similar related offence outside of Australia;

I have/have not been the subject of a temporary protection order, or issued a domestic or family violence protection order outside of Australia;

I have/have not been spoken to by police in relation to a domestic or family violence matter outside of Australia;

If applicable, please provide further details relating to **domestic or family violence matters**.

Legislative Matters:

OFFICIAL

I do/do not have any spent convictions under any spent convictions legislation in any country;

If applicable, please provide further details relating to **legislative limitations**.

Associations:

I am/am not, nor have I been, a member of a group or organisation who has been or is involved in criminal conduct or any activities referred to above;

I have/have not any association with a group, organisation or person who has been or is involved in criminal conduct or any activities referred to above;

If applicable, please provide further details relating to **associations**.

Additional Information:

I do/do not have any additional information to disclose that may affect the outcome of my suitability

If applicable, please provide **further details**.

I acknowledge failing to disclose information or providing false or misleading information may result in a determination that you are unsuitable for employment by the service.

Set out matter/s to be declared in numbered paragraphs.

and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*.

☐ If completing this declaration and you need more space, please attach any additional pages to this form and tick the box to indicate that additional pages are attached.

The contents of this statutory declaration are true, except where they are stated on the basis of information and belief, in which case they are true to the best of my knowledge. I understand that a person who makes a declaration that the person knows is false in a material particular commits an offence.

I state that:

☐ This declaration was made in the form of an electronic document ¹

☐ This declaration was electronically signed ²

☐ This declaration was made, signed and witnessed under part 6A of the *Oaths Act 1867*³

(tick if applicable)

Full name and signature of person making the declaration. If using a substitute signatory, only insert the name of signatory, leave the signature of signatory panel blank, and complete the next section.

DECLARED by

[full name of signatory]

[signature of signatory]

[insert place where signatory is located]

[date]

(If applicable)

Full name and signature of substitute signatory (cross out if not applicable).

Refer to the **Fact Sheet - Who can sign a statutory declaration or affidavit as a substitute signatory.**

Signed for and at the direction of the signatory by

OFFICIAL

[full name of substitute signatory]

[signature of substitute signatory]

Substitute signatory to include additional information if directed over AV link. Refer to the **Fact Sheet - Who can sign a statutory declaration or affidavit as a substitute signatory.**

[Australian legal practitioner/government legal officer/employee of the Public Trustee, as applicable]⁴

Insert date of signing.

Declared on _____ day _____ month _____ year

In the presence of:

Full name and signature of authorised witness. Refer to the **Fact Sheet - Who can witness a statutory declaration or affidavit in Queensland.**

[full name of witness]

[signature of witness]

Qualification of witness (e.g lawyer, JP, Cdec, etc).

[type of witness]

_____ day _____ month _____ year
[date]

[witness seal of office, if applicable]

Witness must include additional information under section 13E of the Oaths Act 1867. Refer to the **Fact Sheet - Witness information for statutory declarations or affidavits.**

[witness's place of employment / employment address / home address / telephone number / email address / law practice, as applicable]⁵

Special witness

If this form has been electronically signed or witnessed over AV link, the special witness must declare which of the following apply to the witnessing of this form.

☐ I am a special witness under the *Oaths Act 1867*
(see section 12 of the *Oaths Act 1867*)

☐ This document was made in the form of an electronic document ⁶

☐ I electronically signed this document ⁷

☐ This statutory declaration was made, signed and witnessed under part 6A of the *Oaths Act 1867* – I understand the requirements for witnessing a document by AV link and have complied with those requirements ⁸

¹ Tick this box if you electronically signed the document, or if you physically signed the document over AV link and then sent a scanned copy of that document to the witness.

² Tick this box if you or your substitute signatory electronically signed the document using an accepted method under the *Oaths Act 1867*. Do not tick this box if you signed the document on paper.

³ Tick this box if the document was made over AV link.

⁴ A person may be directed by AV link to sign a document for a signatory only if the person is: an Australian legal practitioner; or a government legal officer under the *Legal Profession Act 2007* (who is an Australian lawyer but not an Australian legal practitioner and witnesses documents in the course of the government work engaged in by the officer); or is an employee of the public trustee (s 31P, *Oaths Act 1867*).

⁵ Legal practitioners who witness this document as a special witness must include their law practice (s 13E *Oaths Act 1867*).

⁶ Tick this box if you electronically signed the document or if you physically signed the document and sent a scanned copy of that document to the signatory.

⁷ Tick this box if you electronically signed the document using an accepted method under the *Oaths Act 1867*. Do not tick this box if you signed the document on paper.

⁸ Tick this box if the document was made over AV link.