

**Instructions for completing a statutory declaration**

Please complete the following form using the notes in the left-hand margin for guidance. More guidance on making statutory declarations can be found at [www.sa.gov.au/statdec](http://www.sa.gov.au/statdec)

When making the statutory declaration the declarant must say aloud: "I solemnly and sincerely declare" when prompted by the authorised witness who witnesses the signing and making of the statutory declaration.

**Statutory Declaration**

State of South Australia - *Oaths Act 1936*

*Insert the full name of person making the statutory declaration (declarant)*

I,

**do solemnly and sincerely declare that:**

*Set out what is declared. Cross through any blank space here with a 'Z' and declarant and witness initial and date the start and end of the 'Z'.*

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

**Traffic Tickets/Infringements:**

*If you need additional space, you can write this on another page and annex it to your declaration.*

**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:**

**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.

**I declare that the contents of this statutory declaration are true to the best of my knowledge, information and belief and I understand that making a false statutory declaration is a criminal offence.**

*Signature of person  
making the declaration  
[to be signed in view of an  
authorised witness]*

*Place (City, town or  
suburb) and State*

**Declared at**

**\*in South Australia**

*Date*

on

**I am an authorised statutory declaration witness and I witnessed the declarant sign the declaration:**

*Signature of authorised  
witness*

*Date*

on

*Name and capacity in  
which authorised person  
has authority to witness  
statutory declaration  
(writing, typing or stamp)*

A person authorised under section 25(2) of the ***Oaths Act 1936*** to witness the signing of a statutory declaration.

*Statement to be included if  
the declaration was  
witnessed remotely online*

**This declaration was taken remotely under the observation of the authorised witness through an audio-visual link and the requirements under the *Oaths Act 1936* for taking declarations by audio visual link were complied with.**

*Statement to be included if  
the declaration was signed  
electronically*

**This declaration was signed/ initialled by electronic means.**

*Details to be included of any assistance the witness provided to the declarant. For example, state here that the statement was read to the declarant and/or they nodded their agreement*

**I certify that the following modifications were made to the witnessing process:**

*Signature of authorised witness*

*Name and address of any other person who assisted the declarant to make the declaration (not including assistance in a professional capacity to prepare/ write the declaration on the instructions of the declarant).*

*Nature of assistance the other person provided, eg translation assistance.*