

### 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.justice.vic.gov.au](http://www.justice.vic.gov.au).

When making the statutory declaration the declarant must say aloud:

I, [full name of person making declaration] of [address], declare that the contents of this statutory declaration are true and correct.

## Statutory Declaration

*Insert the name, address and occupation (or alternatively, unemployed or retired or child) of person making the statutory declaration.*

I,

make the following statutory declaration under the **Oaths and Affirmations Act 2018**:

1.

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

*Set out matter declared to in numbered paragraphs. Add numbers as necessary.*

**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:**

**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 and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.**

*Signature of person making the declaration*

*Place (City, town or suburb)*

*Date*

**Declared at**

**\*in the state of Victoria**

on

*Signature of authorised statutory declaration witness*

*Date*

**I am an authorised statutory declaration witness and I sign this document in the presence of the person making the declaration:**

on

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

A person authorised under section 30(2) of the **Oaths and Affirmations Act 2018** to witness the signing of a statutory declaration.

*The witness must only sign this section if the person making the statutory declaration is illiterate, blind or cognitively impaired and the statutory declaration is read to them.*

**I certify that I read this statutory declaration to** *[name of the person making the statutory declaration]* **at the time the statutory declaration was made.**

*This section must be signed by any person who has assisted the person making the statutory*

**I certify that I have assisted** *[name of the declarant]* **by** *[insert assistance provided, for example translating the document]*.

Signed:

*declaration, for example  
by translating the  
document or reading it  
aloud. If no assistance was  
required, this section does  
not need to be completed.*

**On:**

*Date*

*Name and address of  
person providing  
assistance*

**Name and address of person providing assistance:**