

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.

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

I,
of
do solemnly and sincerely declare that:

1.

2.

3.

4.

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 document¹
- ☐ This declaration was electronically signed²
- ☐ 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]

at
[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

.....
[full name of substitute signatory] [signature of substitute signatory]

.....
[Date]

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

Declared on.day.month.year
[Insert date of signing]

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

In the presence of:

.....
[full name of witness] [signature of witness]

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

.....
[type of witness]

Declared on.day.month.year
[Insert date of signing]

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

Witness seal of office, if applicable

For special witnesses to complete – Tick as applicable

- ☐ 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 document⁶
- ☐ I electronically signed this document⁷
- ☐ 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 requirements⁸

The endnotes are to assist in the completion of the form and can be deleted once read.

Endnotes

- 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.
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