

# STATUTORY DECLARATION

I, \_\_\_\_\_ ,  
[full name]

of \_\_\_\_\_ ,  
[address]

\_\_\_\_\_, do solemnly and sincerely declare that:-  
[occupation]

**I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury.**

Declared at \_\_\_\_\_

in the State of Victoria, this \_\_\_\_\_ day of

\_\_\_\_\_ 20 \_\_\_\_\_

.....  
Signature of person making this declaration  
[to be signed in front of an authorised witness]

Before me,

.....  
Signature of authorised witness

## PERSONS WHO CAN WITNESS STATUTORY DECLARATIONS

- A Justice of the Peace or a Bail Justice
- A Notary Public
- A barrister and solicitor of the Supreme Court
- A clerk to a barrister and solicitor of the Supreme Court [barristers' clerk]
- The Prothonotary or a Deputy Prothonotary of the Supreme Court, the Registrar or a Deputy Registrar of the County Court, the Principal Registrar of the Magistrates' Court or a Registrar or Deputy Registrar of the Magistrates' Court
- The Registrar of Probates or an Assistant Registrar of Probates
- The Associate to a Judge of the Supreme Court or of the County Court
- The Secretary of a Master of the Supreme Court or of the County Court
- A person registered as a Patent Attorney under Part XV of the Patents Act 1952 of the Commonwealth
- A member of the police force
- The sheriff or a deputy sheriff
- A member or a former member of either House of the Parliament of Victoria
- A member or a former member of either House of the Parliament of the Commonwealth
- A councillor of a municipality
- A senior officer of a Council as defined in the Local Government Act 1989
- A registered medical practitioner within the meaning of the Medical Practice Act 1994
- A dentist
- A veterinary practitioner
- A pharmacist
- A principal in the [State] teaching service
- The [branch] manager of a bank
- A member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants
- The secretary of a building society
- A minister of religion authorised to celebrate marriages [not a civil celebrant]
- A person employed under Part 3 of the Public Sector Management and Employment Act 1998 with a classification that is prescribed as a classification for statutory declarations or who holds office in a statutory authority with such a classification
- A fellow of the Institute of Legal Executives (Victoria)

## PERSONS WHO CAN RECEIVE AFFIDAVITS

- Any Judge or the Associate to any Judge
- A Master of the Supreme Court or the County Court or the Secretary of such a Master
- A Justice of the Peace or a Bail Justice
- The Prothonotary or a Deputy Prothonotary of the Supreme Court, the Registrar or a Deputy Registrar of the County Court, the Principal Registrar of the Magistrates' Court or a Registrar or Deputy Registrar of the Magistrates' Court
- The Registrar of Probates or an Assistant Registrar of Probates
- The Registrar or Deputy Registrar of the Legal Profession Tribunal
- A member or former member of either House of the Parliament of Victoria
- A member or former member of either House of the Parliament of the Commonwealth
- A Notary Public
- [Solicitor]: A natural person who is a current practitioner or registered interstate practitioner within the meaning of the Legal Practice Act 1996
- A member of the police force of or above the rank of sergeant or for the time being in charge of a police station
- A person employed under Part 3 of the Public Sector Management and Employment Act 1998 with a classification that is prescribed for receiving affidavits
- A senior officer of a Council as defined in the Local Government Act 1989
- A person registered as a Patent Attorney under Part XV of the Patents Act 1952 of the Commonwealth
- A fellow of the Institute of Legal Executives (Victoria)

## Commonwealth of Australia

### PERSONS WHO CAN WITNESS COMMONWEALTH (FEDERAL) STATUTORY DECLARATIONS

A statutory declaration under the *Statutory Declarations Act 1959* (as amended) may be made before -

#### Part 1 - Members of Certain Professions

Chiropractor, Dentist, Legal practitioner, Medical practitioner, Nurse, Patent attorney, Pharmacist, Physiotherapist, Psychologist, Veterinary surgeon

#### Part 2 - Other Persons

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 1955*)  
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 Accountants

Member of the Australian Defence Force who is:

- (a) an officer; or
- (b) a non-commissioned officer with 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 1961*

Notary public

Permanent employee of:

- (a) the Commonwealth or of a Commonwealth 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

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 [includes a lecturer, tutor or qualified principal] employed on a full-time basis at a school or tertiary education institution

### PERSONS WHO CAN RECEIVE COMMONWEALTH (FEDERAL) AFFIDAVITS

Section 186 of the Commonwealth *Evidence Act 1995*, provides that an affidavit for use in federal courts, and in other courts exercising federal jurisdiction, may be sworn before any Justice of the Peace, Notary Public or Lawyer, without the issue of any commission for taking affidavits.