

## HOW TO SIGN A STATUTORY DECLARATION

For the Statutory Declaration to be effective you must ensure that it is completed correctly.

### YOU MUST:

1. Satisfy yourself that the contents are correct;
2. Take the Declaration to a person who is authorised to witness Declarations (see list below);
3. Sign the declaration where indicated in the presence of that person; and
4. Say “I declare that this is my name and handwriting and that the contents of my declaration are true and correct”.

### THE WITNESS MUST:

1. Sign the Declaration where indicated;
2. Print his/her full name;
3. Clearly write his/her qualification to take the Declaration eg “Member of the Institute of Chartered Accountants in Australia” NOT just “Accountant”;
4. Clearly write his/her address - this can be his/her business address.

## WHO CAN WITNESS DECLARATIONS

A Justice of the Peace or Bail Justice	Notary Public
A Barrister and Solicitor of the Supreme Court	A Clerk to a Barrister and Solicitor
The Prothonotary or a Deputy Prothonotary of the Supreme Court	The Registrar or a Deputy Registrar of the County Court
The Principal Registrar, 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 registered Patent Attorney	A member of the police force
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 Councillor of a municipality	The Sheriff or a Deputy Sheriff
A Town Clerk or Shire Secretary	A legally qualified Medical Practitioner
A Veterinary Surgeon	A Dentist
A Pharmacist	A Principal in the teaching service
The Manager of a Bank	The Secretary of a Building Society
A member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants	A person who holds an office in the public service that is prescribed as an office to which section 107A of the Evidence (Miscellaneous Provisions) Act 1958 applies
A Minister of Religion authorised to celebrate marriages	A fellow of the Institute of Legal Executives (Victoria)