

# Statutory Declarations

## INFORMATION FACT SHEET

A statutory declaration is a written statement which a person swears, affirms or declares to be true in the presence of an authorised witness

Section 11 of the Oaths, Affidavits and Statutory Declarations Act 2005 ("the Act") provides that a person may make a statutory declaration about any matter, at any time, for any purpose and without the need for legal authority to do so.

Section 12 of the Act provides that the person who is making the statutory declaration must sign the declaration and initial any alteration (such as an insertion or deletion) in the presence of an authorised witness.

---

### GRANICH PARTNERS

---

[www.granichpartners.com](http://www.granichpartners.com)  
(08) 9324 2111  
[granich@granichpartners.com.au](mailto:granich@granichpartners.com.au)

---



## To complete a Statutory Declaration -

You must:

- provide your full legal name, your residential address and your occupation;
- make the statement/declaration;
- sign, using your normal signature, in blue OR black ink;
- print the details of the place (address) at which you signed and the date on which you signed the declaration;
- have your signature witnessed by an authorised witness (see below for a list of persons authorised to witness declarations);
- have the authorised witness sign and then print their full name, address and occupation below their signature.

### Authorised Witness -

Schedule 2 of the Oaths, Affidavits and Statutory Declarations Act 2005 provides for more than 40 occupational groups who are authorised witnesses.

These groups include:

- |                         |                         |
|-------------------------|-------------------------|
| • Accountants           | • Marriage Celebrants   |
| • Architects            | • Members of Parliament |
| • Bailiffs              | • Nurses                |
| • Bank Managers         | • Optometrists          |
| • Chemists              | • Physiotherapists      |
| • Chiropractors         | • Podiatrists           |
| • Court Officers        | • Police Officers       |
| • Dentists              | • Post Office Managers  |
| • Doctors               | • Psychologists         |
| • Engineers             | • Real Estate Agents    |
| • Justices of the Peace | • Settlement Agents     |
| • Lawyers               | • Veterinary Surgeons   |

### Note -

- You cannot use an electronic or digital signature.
- If you are the person making the declaration, you have to be the person to sign it. You can make a mark in place of a signature if you are: unable to read; visually impaired or blind; or physically unable to sign.
- To change anything in your statutory declaration after your witness has signed it, you must make the changes in front of the same witness. You and your witness need to write your initials next to every change.