

Proof of ID and Statutory Declaration

NOTE: This is a 3-page document:

Page 1 – Step 1 – Proof of Identity instructions

Page 2 – Step 2 – Statutory Declaration Template

Page 3 – List of authorised witnesses

You must provide us with:

- **Step 1:** A copy of 'Proof of Identity'
- **Step 2:** A Statutory Declaration

Scan and upload your signed and witnessed statutory declaration and proof of identity via your course menu.

Step 1: Proof of Identity


a) Photocopy (or photograph and print) your Proof of Identity. This must be a government issued document that has your photograph and date of birth. For example your driver's licence, a passport or a Proof of Age card. **Do not send a student card or just a photograph of yourself.**



b) Take your original ID and your photocopy to an approved witness when you have your statutory declaration signed. Have the witness to write the following statement underneath the copy of your ID.

“This is a true copy of the original sighted by me on the [insert date]”

c) Have the witness sign and date the copy of your ID. (See example below)

	←	A clear copy of the document that identifies you (i.e. your driver's licence (front and back) or passport)
	Certified true copy ←	Write or stamp 'certified true copy' of the original document
	J. Sample ←	The authorised person's signature
	Mr John Sample ←	Full name, qualification and registration number (if applicable) of the authorised person
	Justice of Peace ←	Date of certification (within 12 months of receipt)
Registration No.123456789 ←		
Date: 01/02/2012 ←		

Step 2: Statutory Declaration

(1) Insert the name and address and occupation of the person making the declaration

1, (1)

First Name Last Name

Street # & Name: _____

Suburb: _____

Postcode: _____

Occupation: _____

(2) Set out matter declared.

Make the following declaration under the *Statutory Declarations Act 1959*:

(2)

If I study the NSW Responsible Service of Alcohol course materials I will do so for at least 30 minutes per section and/or;

If I undertake the National Responsible Service of Alcohol course I will spend at least 3 hours studying the course materials.

For all course assessments I will complete the assessments by myself without assistance to the answers by others and;

No part of the assessment has been authored for me by another person nor has it been copied from another person and;

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statement in this declaration is true in every particular.

(3) Signature of person making the declaration in front of a witness.

(3)

(4) Place

(4)

Declared at: _____

(5) Day

(5)

On: _____

(6) Month and year

(6)

Of: _____

(7) Signature of person before whom the declaration is made (see over).

Before me,

(7)

Signature: _____

(8) Full name, qualification and address of person before whom the declaration is made (in printed letters).

(8)

Full name: _____

Qualification: _____

Address: _____

Note 1 – A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years – see section 11 of the *Statutory Declarations Act 1959*

Note 2 – Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* – See section 5A of the *Statutory Declarations Act 1959*.

Upload your signed and witnessed Statutory Declaration and Proof of Identity via your course menu

Or email to: statdec@elearningportal.com.au

There are a number of people who may be able to witness your statutory declaration. A Commonwealth statutory declaration under the Statutory Declarations Act 1959 will need to be witnessed by a person who is both:

- on the list of authorised witnesses (below)
- has a connection to Australia.

For example, a doctor who is registered to practise medicine in Australia can witness your declaration, but a doctor who is not registered in Australia cannot.

If you are currently overseas, you may be able find someone who is an authorised witness at your nearest Australian Embassy, high commission or consulate. For more information, including contact details, visit the [Department of Foreign Affairs and Trade](#) website or the [Smartraveller.gov.au](#) websites. Please note that engaging an authorised witness overseas may attract a fee under the [Consular Fees Act 1955](#).

A statutory declaration may be made before a person on the list of authorised witnesses in the Statutory Declarations Regulations 1993:

<ul style="list-style-type: none"> • a person who is currently licensed or registered under a law of a State or Territory to practise in one of the following occupations: <ul style="list-style-type: none"> ○ Chiropractor ○ Dentist ○ Legal practitioner ○ Medical practitioner ○ Nurse ○ Optometrist ○ Patent attorney ○ Pharmacist ○ Physiotherapist ○ Psychologist ○ Trade marks attorney ○ Veterinary surgeon 	<ul style="list-style-type: none"> • Justice of the peace • Magistrate • Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961 • Master of a court • Member of Chartered Secretaries Australia • Member of Engineers Australia, other than at the grade of student • Member of the Association of Taxation and Management Accountants • Member of the Australasian Institute of Mining and Metallurgy • Member of the Australian Defence Force who is: <ul style="list-style-type: none"> ○ an officer; or ○ a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or <ul style="list-style-type: none"> ▪ a 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: <ul style="list-style-type: none"> ▪ the Parliament of the Commonwealth; or ▪ the Parliament of a State; or ▪ a Territory legislature; or ▪ a local government authority of a State or Territory ○ Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961 ○ Notary public ○ 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 ○ Permanent employee of: <ul style="list-style-type: none"> ▪ the Commonwealth or a Commonwealth authority; or ▪ a State or Territory or a State or Territory authority; or ▪ a local government authority; with 5 or more years of continuous service who is not specified in another item in this list ○ 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 employee of: <ul style="list-style-type: none"> ▪ the Commonwealth or a Commonwealth authority; or ▪ a State or Territory or a State or Territory authority ○ Sheriff ○ Sheriff's officer ○ Teacher employed on a full-time basis at a school or tertiary education institution
<ul style="list-style-type: none"> • a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or; 	
<ul style="list-style-type: none"> • a person who is in the following list: <ul style="list-style-type: none"> ○ 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 ○ Clerk of a court ○ Commissioner for Affidavits ○ Commissioner for Declarations ○ Credit union officer with 5 or more years of continuous service ○ Employee of the Australian Trade Commission who is: <ul style="list-style-type: none"> ○ in a country or place outside Australia; and ○ authorised under paragraph 3(d) of the Consular Fees Act 1955; and ○ exercising his or her function in that place • Employee of the Commonwealth who is: <ul style="list-style-type: none"> ○ in a country or place outside Australia; and ○ authorised under paragraph 3(c) of the Consular Fees Act 1955; and ○ exercising his or her function in that place ○ 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 list ○ Judge of a court 	

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