## Important points to remember when completing a Statutory Declaration

- The document must be duly completed in black or blue pen in order to be valid.
- If you are completing a statutory declaration on behalf of a corporation, you must be an **Executive Officer** of that corporation and nominate your position title in the top section of the document.
- In the state of Queensland, a Justice of the Peace, Commissioner for Declarations, a lawyer or solicitor may witness a statutory declaration and must include their printed name, qualification, stamp or number in the space provided. To locate a "Justice of the Peace" in your area please phone 1300 301 147 or visit <a href="www.qld.gov.au">www.qld.gov.au</a> and search for justice of the peace. For interstate and overseas witnesses, please refer to a person who can administer an oath under the Law of your state, the commonwealth or country.
- In accordance with 'The Duties of Justices of the Peace (Qualified)', all alterations, spaces or omissions (including white out), are required to be initialed by both the witness and the signatory in order to be valid.
- It is not permissible for some other person to complete or sign the statutory declaration on behalf of the person named on the infringement notice unless the person in charge of the vehicle at the time of the alleged offence is nominating themselves.
- It is not permissible to nominate a business as it is not a legal entity. The responsible operator of the business (company name including ACN or the individual's name) must be included on the statutory declaration in order for it to be processed.
- The declaration must be returned within 28 days of the issue date via facsimile (07 3099 6138) or postal address (Traffic Camera Office, Queensland Police Service, GPO Box 1440, Brisbane, Queensland, 4001).
- For more information on how to complete your statutory declaration, please visit the Queensland Police Service webpage www.police.qld.gov.au/programs/roadsafety/infringement/statdec.htm

STAT	UTORY DECLARATION	Oaths Act 1867	
<sub>L.</sub> John	Citizen		(Director)
Given names	Family name		(If corporation, position – must be an Executive Officer)
of. Unit 5 21 My Avenue		Myvale	9999
Residential address		•	Postcode
Do solemnly and sincerely declare that at: < <hhmm>&gt; on dd/mm/yyyy</hhmm>			
X THE PERSON IN CHARGE* OF THE VEHICLE REGISTRATION NUMBER < rego number>> was:			
Particulars Mary	Smith	31/12/9999	12345678
of Person Given name/s	Family name	Date of birth	Licence number (if known)
130 Main Street		Myvale	9999
Residential address			Postcode
The vehicle was sold on (Date) (new owner details must be inserted above)			
The vehicle was stolen or illegally taken at the time of the offence and the matter was reported to on / /			
The vehicle was stolen of illegally taken at the time of the offence and the matter was reported to			
Queensland Police Service Crime Report Number			
And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act.			
J. Citizen Taken and declared before me at			Brisbane
Signature of Declarant			Location
In the state of QLD	This	day of <i>Septe</i>	ember 20 17
Jane Doe	Insert Date		
Signature of Justice of the Peace/Commissioner for Declarations	Printed name, title and qualification of witness		

