

## 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, visit [www.qld.gov.au](http://www.qld.gov.au) and search for justice of the peace.
- 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 to the address on the notice.

### STATUTORY DECLARATION

**Oaths Act 1867**

I, John Citizen  
Given name(s) Family Name

of, John Citizen Pty Ltd Director  
Corporation name Full Position title (must be an Executive Officer)

of, Unit 5 21 My Avenue Myvale 9999  
Address (residential, postal or business address) Postcode

**Do solemnly and sincerely declare that at: 07:00 on 01/01/2022**

☐ THE PERSON IN CHARGE\* OF VEHICLE REGISTRATION NUMBER **123ABC** was:

Particulars of Person Jane Citizen 01/03/2000 123456789  
Given name(s) Family Name Date of Birth Licence number/State of issue (if known)  
Unit 5 21 My Avenue Myvale 9999  
Address (residential or postal address) Postcode

☐ The vehicle was sold on \_\_\_\_/\_\_\_\_/\_\_\_\_ (new owner details must be inserted above)

**and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act of 1867.**

I declare that the contents of this statutory declaration are true and correct. Where the contents of this declaration are based on information and belief, the contents are true to the best of my knowledge and I have stated the source of that information and grounds for belief.

I understand that it is a criminal offence to provide a false matter in a declaration, for example, the offence of perjury under the Criminal Code, section 123.

J. Citizen  
Signature of Declarant

Taken and declared before me at Brisbane  
Location

In the state of QLD

This 01 day of 03 20 22  
Day Month Year

Jane Doe  
Signature of Justice of the Peace/Commissioner for Declarations

Jane Doe JP (Qual) 97621  
Printed name, type of witness under the Oaths Act and place of employment (if applicable)

#### \*Note:

- Person in charge includes the person driving, or responsible for the vehicle, or the new owner of the vehicle.