

# Information Aide: Statutory Declarations & Certified True Copies

## Statutory Declaration Witnesses - Victoria

The following persons are authorised to witness Stat Decs for the purposes of the Oaths and Affirmations Act 2018. This is quite a full list, however some of the roles and authorities have special limitations. It is always advisable to check the relevant Department of Justice web site for complete details if ever in doubt.

- Honorary justice
- Justice of the Peace
- Bail Justice
- Magistrate
- Judge
- A judicial officer
- A member of VCAT
- An associate to a judicial officer
- CEO of a Commonwealth court
- Clerk of a court
- The principal registrar or a registrar of the Coroners Court
- The principal registrar, a registrar or a deputy registrar of the Children's Court
- The principal registrar, a registrar or a deputy registrar of the Magistrates' Court
- The principal registrar, a registrar or a deputy registrar of VCAT
- The prothonotary or a deputy prothonotary of the Supreme Court
- The registrar of probates or an assistant registrar of probates
- The registrar or a deputy registrar of the County Court
- Commissioner for Affidavits
- Commissioner for Declarations
- Deputy Registrar of a court
- IBAC Officers
- Master of a court
- Notary public
- Police officer
- Police reservist
- Protective service officer (PSO)
- Registrar of a court
- Sheriff
- Sheriff's officer

**Any person authorised to witness statutory declarations is also authorised to certify copies of original documents.**

- A fellow of the Institute of Legal Executives (Victoria)
- A member of Engineers Australia, other than a student
- A member or former member of either House of the Parliament of the Commonwealth
- A member or former member of either House of the Parliament of Victoria
- A person acting judicially
- A public notary
- A Registered Professional Engineer of Professionals Australia
- A school principal
- A Victorian municipal Council staff earning a salary of at least \$124,000
- A Victorian municipal Council employee reporting directly to the CEO
- A Victorian Public Service employee with a prescribed classification level of 2 or above
- An ADF non-commissioned officer with 5 or more years of continuous service
- An ADF officer
- An ADF warrant officer
- Any authorised affidavit taker
- Architect
- Australia Post Employee with more than 5 years service
- Australian Consular Officer
- Australian Diplomatic Officer
- Australian Public Service employee with 5 or more years of continuous service

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## Statutory Declaration Witnesses – Victoria

- Australia Post Agent in charge of an office supplying postal services to the public
- 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 Victorian municipal Council
- Chiropractor
- Conveyancer
- Credit union officer with 5 or more years of continuous service
- Dentist
- Employee of a Commonwealth authority with 5 or more years of continuous service
- Employee of the Australian Trade and Investment Commission specially authorised
- Employee of the Commonwealth specially authorised
- Engineer on the National Engineering Register by Engineers Australia
- Engineer registered under a law of the Commonwealth or a State or Territory
- Fellow of the National Tax Accountants' Association
- Finance company officer with 5 or more years of continuous service
- Financial adviser
- Financial planner
- Holder of a Commonwealth statutory office not otherwise specified
- Legal practitioner
- Local government authority Employee with more than 5 years service
- Local government Councillor
- Medical practitioner
- Member of a local government authority
- Member of a Territory legislature
- Member of Chartered Accountants Australia and New Zealand
- Member of CPA Australia
- Member of the Association of Taxation and Management Accountants
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Governance Institute of Australia Ltd
- Member of the Institute of Public Accountants
- Member of the Parliament of a State
- Midwife
- Migration agent
- Nurse
- Occupational therapist
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Registered marriage celebrant
- Registered minister of religion
- Senior executive employee of a Commonwealth authority
- Senior executive employee of a State or Territory
- Senior Executive Service employee of the Commonwealth
- State authority Employee with more than 5 years service
- State Employee with more than 5 years service
- State Trustees officer or employee with a classification level of 2 or above
- Teacher employed on a permanent basis
- Territory authority Employee with more than 5 years service
- Territory Employee with more than 5 years service
- Trade marks attorney
- Transport Accident Commission officer (CI2)
- Veterinary surgeon
- VicRoads officer or employee with a classification of level 2 or above
- Victorian Inspectorate Officer
- Victorian WorkCover Authority officer (CI 2)

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## Statutory Declaration Witnesses - Commonwealth

The following persons are authorised to witness Stat Decs under Commonwealth Statutory Declarations Regulations 2018:

(1) A person who is currently licensed or registered under a law of a state or territory to practise in one of the following occupations:

- **architect**
- **financial adviser or financial planner**
- **midwife**
- **registered migration agent**
- chiropractor
- dentist
- legal practitioner
- medical practitioner
- nurse
- occupational therapist
- optometrist
- patent attorney
- pharmacist
- physiotherapist
- psychologist
- trade marks attorney
- veterinary surgeon

} *Added by Statutory  
Declarations Regulations 2018*  
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(2) 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).

(3) A person who is in the following list:

Accountant who is:

- a fellow of the National Tax Accountants' Association, or
- a member of any of the following:
  - Chartered Accountants Australia and New Zealand
  - the Association of Taxation and Management Accountants
  - CPA Australia
  - the Institute of Public Accountants

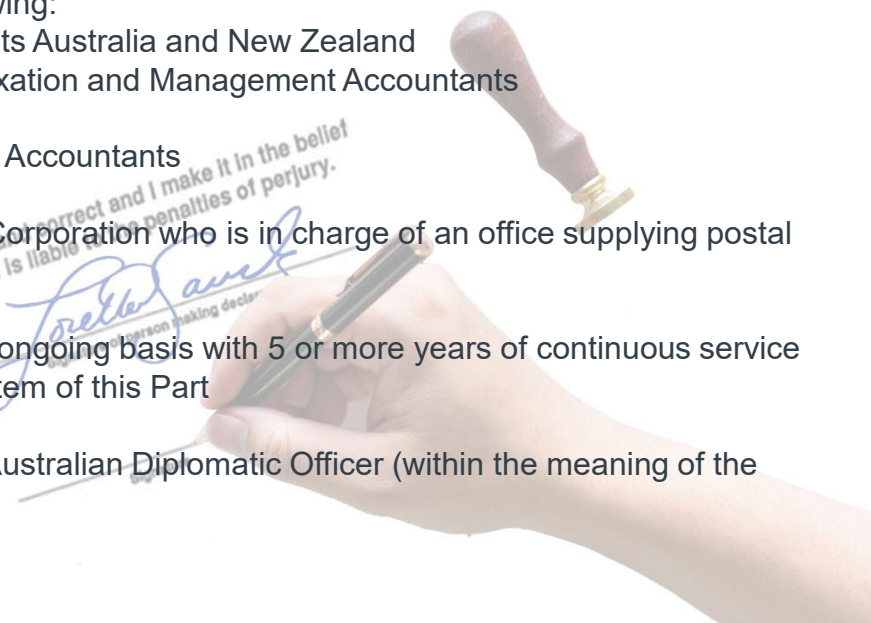
Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item of this Part

Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)

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# Information Aide: Statutory Declarations & Certified True Copies

## Statutory Declaration Witnesses – Commonwealth (cont)

The following persons are authorised to witness Stat Decs under Commonwealth Statutory Declarations Regulations 2018:

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 a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified in another item in this Part

employee of the Australian Trade and Investment Commission who is:

- 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:

- 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

**engineer who is:** (*expanded by Statutory Declarations Regulations 2018*)

- a member of Engineers Australia, other than at the grade of student, or
- a Registered Professional Engineer of Professionals Australia, or
- registered as an engineer under a law of the Commonwealth, a state or territory
- registered on the National Engineering Register by Engineers Australia

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

Justice of the Peace

magistrate

registered marriage celebrant

master of a court

member of the Australian Defence Force who is:

- 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
- a warrant officer within the meaning of that Act

member of the Australasian Institute of Mining and Metallurgy

member of the Governance Institute of Australia Ltd

member of:

- the parliament of the Commonwealth, or
- the parliament of a state; or
- a territory legislature, or
- a local government authority

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## Statutory Declaration Witnesses – Commonwealth (cont)

The following persons are authorised to witness Statutory Declarations under Commonwealth Statutory Declarations Regulations 2018:

minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961

notary public, including a notary public (however described) exercising functions at a place outside the Commonwealth, and the external territories of the Commonwealth

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:

- a state or territory, or a state or territory authority, or
- a local government authority with 5 or more years of continuous service, other than
- such an employee who is specified in another item of this Part

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 employee of a Commonwealth authority

senior executive employee of a state or territory

SES employee of the Commonwealth

sheriff

sheriff's officer

teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution.

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