

HOW TO COMPLETE A NSW STATUTORY DECLARATION
(OATHS ACT 1900, NSW, NINTH SCHEDULE)

At the following points you need to clearly **print in black biro** the following details:

1. [Name of declarant] - write your full name.
2. [Residence] – write your full address.
3. (At) - do hereby solemnly declare and affirm that:
write a statement about the facts relating to your situation.
4. [Place] Declared at: - write in the Suburb where form is witnessed.
5. [Date] – the date the form is witnessed.
6. [Signature of declarant] – you are to sign the form.
7. [Name of authorised witness] – the **name** of the person witnessing the document and their **registered number** to be inserted.
8. [Qualification of authorised witness] - Only a Justice of the Peace for NSW; a Solicitor; or a registered Notary Public can witness NSW Statutory Declarations.
9. The witness completes the rest of the form stating if your face was visible or not.
10. Whether the witness has known you for 12months OR confirmed photographic evidence [describe identification document relied on] – the witness has to state the document sighted eg. Drivers licence and the licence number; or Passport etc.

