##### Part 1 Completing the Statutory declaration

1. **The person who is making the statutory declaration must:**
2. sign or personally mark the statutory declaration;
3. sign or initial any alteration, such as an insertion or erasure, that has been made to the statutory declaration; and
4. in the presence of an authorised witness\* declare orally:

(i) that he or she is the person named as the maker of the statutory declaration;

(ii) that the contents of the statutory declaration are true;

(iii) that the signature or mark is his or hers; and

(iv) if necessary, that any attachment to the statutory declaration is the attachment referred to in it.

*\* See list of Authorised witnesses in Part 2 on the next page.  
NB The student’s own teacher cannot be an authorised witness*

1. **The authorised witness must:**
2. sign or personally mark the statutory declaration;
3. sign or initial any alteration in the statutory declaration that has been signed or initialled by the maker; and
4. imprint or clearly write his or her name and qualification as an authorised witness.

##### Part 2 Authorised witnesses for Statutory declarations

| **Item** | | **Formal description** | **Informal description** |
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| 1. | | A member of the academic staff of an institution established under any of the following Acts —  • *Curtin University of Technology Act 1966;*  *• Edith Cowan University Act 1984;*  *• Murdoch University Act 1973;*  *• University of Notre Dame Australia Act 1989;*  *• University of Western Australia Act 1911;*  *• Vocational Education and Training Act 1996.* | Academic (post‑secondary institution) |
| 2. | | A member of any of the following bodies —  • Association of Taxation and Management Accountants (ACN 002 876 208);  • CPA Australia (ACN 008 392 452);  • The Institute of Chartered Accountants in Australia (ARBN 084 642 571);  • Institute of Public Accountants (ACN 004 130 643);  • National Tax & Accountants’ Association Limited (ACN 057 551 854). | Accountant |
| 3. | | A person who is registered under the *Architects Act 2004.* | Architect |
| 4. | | An Australian Consular Officer within the meaning of the *Consular Fees Act 1955* of the Commonwealth. | Australian Consular Officer |
| 5. | | An Australian Diplomatic Officer within the meaning of the *Consular Fees Act 1955* of the Commonwealth. | Australian Diplomatic Officer |
| 6. | | A bailiff appointed under the *Civil Judgments Enforcement Act 2004.* | Bailiff |
| 7. | | A person appointed to be in charge of the head office or any branch office of an authorised deposit‑taking institution carrying on business in the State under the *Banking Act 1959* of the Commonwealth. | Bank manager |
| 8. | | A member of Chartered Secretaries Australia Limited (ACN 008 615 950). | Chartered secretary |
| 9. | | A person who is registered under the *Health Practitioner Regulation National Law (Western Australia)* in the pharmacy profession. | Chemist |
| 10. | A person who is registered under the *Health Practitioner Regulation National Law (Western Australia)* in the chiropractic profession. | | Chiropractor |
| 11. | | A person registered as an auditor or a liquidator under the *Corporations Act 2001* of the Commonwealth. | Company auditor or liquidator |
| 12. | | A judge, master, magistrate, registrar or clerk, or the chief executive officer, of any court of the State or the Commonwealth. | Court officer |
| 13. | | A member of the Australian Defence Force who is —  • an officer within the meaning of the *Defence Force Discipline Act 1982* of the Commonwealth;  • a non‑commissioned officer within the meaning of that Act with 5 or more years of continuous service; or  • a warrant officer within the meaning of that Act. | Defence force officer |
| 14. | | A person registered under the *Health Practitioner Regulation National Law (Western Australia)* in the dental profession whose name is entered on the Dentists Division of the Register of Dental Practitioners kept under that Law. | Dentist |
| 15. | | A person who is registered under the *Health Practitioner Regulation National Law (Western Australia)* in the medical profession. | Doctor |
| 15A. | | A person appointed under the *Parliamentary and Electorate Staff (Employment) Act 1992* section 4(1)(b)(i) or (2)(b)(i) | Electorate officer of a member of State Parliament |
| 16. | | A member of the Institution of Engineers, Australia, other than at the grade of student. | Engineer |
| 17. | | The secretary of an organisation of employees or employers that is registered under one of the following Acts —  *• Industrial Relations Act 1979*;  *• Workplace Relations Act 1996* of the Commonwealth. | Industrial organisation secretary |
| 18. | | A member of the National Insurance Brokers Association of Australia (ACN 006 093 849). | Insurance broker |
| 19. | | A Justice of the Peace. | Justice of the Peace |
| 19A. | | A person who is a member of the Authority’s staff within the meaning given to that term by the *Land Information Authority Act 2006* section 3. | Landgate officer |
| 20. | | An Australian lawyer within the meaning of that term in the *Legal Profession Act 2008* section 3. | Lawyer |
| 21. | | The chief executive officer or deputy chief executive officer of a local government. | Local government CEO or deputy CEO |
| 22. | | A member of the council of a local government within the meaning of the *Local Government Act 1995*. | Local government councillor |
| 23. | | A member of the Australasian Institute of Chartered Loss Adjusters (ACN 074 804 167). | Loss adjuster |
| 24. | | An authorised celebrant within the meaning of the *Marriage Act 1961* of the Commonwealth. | Marriage celebrant |
| 25. | | A member of either House of Parliament of the State or of the Commonwealth. | Member of Parliament |
| 26. | | A minister of religion registered under Part IV Division 1 of the *Marriage Act 1961* of the Commonwealth. | Minister of religion |
| 27. | | A person registered under the *Health Practitioner Regulation National Law (Western Australia)* in the nursing and midwifery profession. | Nurse |
| 28. | | A person registered under the *Health Practitioner Regulation National Law (Western Australia)* in the optometry profession. | Optometrist |
| 29. | | A registered patent attorney under the *Patents Act 1990* of the Commonwealth. | Patent attorney |
| 30. | | A person registered under the *Health Practitioner Regulation National Law (Western Australia)* in the physiotherapy profession. | Physiotherapist |
| 31. | | A person registered under the *Health Practitioner Regulation National Law (Western Australia)* in the podiatry profession. | Podiatrist |
| 32. | | A police officer. | Police officer |
| 33. | | The person in charge of an office established by, or conducted by an agent of, Australia Post within the meaning of the *Australian Postal Corporation Act 1989* of the Commonwealth. | Post office manager |
| 34. | | A person registered under the *Health Practitioner Regulation National Law (Western Australia)* in the psychology profession. | Psychologist |
| 35. | | A public notary within the meaning of the *Public Notaries Act 1979*. | Public notary |
| 36. | | An officer of the Commonwealth public service. | Public servant (Commonwealth) |
| 37. | | A person who is employed under the *Public Sector Management Act 1994* Part 3. | Public servant (State) |
| 38. | | The holder of a licence under the *Real Estate and Business Agents Act 1978*. | Real estate agent |
| 39. | | The holder of a licence under the *Settlement Agents Act 1981*. | Settlement agent |
| 40. | | The Sheriff of Western Australia and any deputy sheriff appointed by the Sheriff of Western Australia. | Sheriff or deputy sheriff |
| 41. | | A licensed surveyor within the meaning of the *Licensed Surveyors Act 1909.* | Surveyor |
| 42. | | A person employed as a member of the teaching staff within the meaning of the *School Education Act 1999* or as a teacher of a non‑government school within the meaning of that Act. | Teacher |
| 43. | | A member, registrar or clerk, or the chief executive officer, of any tribunal of the State or the Commonwealth. | Tribunal officer |
| 44. | | A registered veterinary surgeon within the meaning of the *Veterinary Surgeons Act 1960.* | Veterinary surgeon |