

Technical Bulletin: 01/25

New Queensland statutory declaration form and fact sheets

February 2025

Background

The Department of Justice has been leading a process to review, consult and develop a new Statutory Declaration Form that reflects the amendments to the *Oaths Act 1867* (Oaths Act) about the execution of important legal documents.

The new Statutory Declaration Form and fact sheets complies with the requirements of the Oaths Act and can be used to make any type of statutory declaration, whether it is signed physically or electronically, witnessed by someone in person or via audio visual link, or signed by the signatory or a substitute signatory.

What are the key changes?

- a streamlined form in plain English, with guidance materials in the margins and footnotes;
- accompanying fact sheets that assist the signatory and witness, that are separate from (and reduce the length of) the form; and
- inclusion of a prompt that advises the signatory and witness that the address of the signatory, and place of signing, can be expressed in a method that is the least revealing, if there are concerns or it would be unsafe to reveal this information. For example, due to domestic, family or sexual violence.

New statutory declarations form and fact sheets

Following significant consultation over 2023-24, the following form and factsheets are available **for use from 3 February 2025**:

- Statutory Declaration Form
 - [PDF version](#)
 - [Word version](#)
- Fact sheets:
 - [Who can witness a statutory declaration or affidavit in Queensland](#)
 - [Who can sign a statutory declaration or affidavit as a substitute signatory](#)
 - [Witness information for statutory declarations or affidavits](#)
 - [History of law reform relating to statutory declarations and affidavits.](#)

Where can I access the new forms?

The new form and factsheets are available to view and download from the Queensland Government Publications portal.

Access [the new form and factsheets](#) online.

New website for statutory declarations and affidavits

The Department of Justice has created two new webpages which are aimed at educating the public about how to make a statutory declaration and prepare an affidavit. These websites are based on the *Duties of Justices of the Peace (Qualified) and Commissioners for Declarations* handbook, designed to help the public understand more about these forms and what to expect when having documents witnessed by a Justice of the Peace (JP) or Commissioner for Declarations (Cdec).

Visit www.qld.gov.au/legaldocuments to find out more.

Can I still witness the previous Queensland statutory declaration versions?

Yes. You can continue to witness any previous version of the Queensland statutory declaration.

If a signatory's declaration does not include the required statements (outlined below), ask the signatory to handwrite them on the document.

The contents of this statutory declaration are true, except where they are stated on the basis of information and belief, in which case they are true to the best of my knowledge. I understand that a person who makes a declaration that the person knows is false in a material particular commits an offence.

Does someone have to use the new statutory declaration form?

There is not one universal form a signatory must use to make a statutory declaration.

The Department of Justice has approved and published a statutory declaration form for use from 3 February 2025. This form complies with the requirements of the Oaths Act. Other departments may also approve their own forms that contain a statutory declaration for particular purposes.

The signatory is not legally required to use the new statutory declaration form. However, it does help ensure their statutory declaration follows the requirements in the Oaths Act.

How does a signatory add additional pages to their statutory declaration?

If a signatory has indicated on their statutory declaration that they require more space and have attached additional page/s, please ensure this box has been ticked (outlined below) and the additional page/s are present at the time of witnessing.

If completing this declaration and you need more space, please attach any additional pages to this form and tick the box to indicate that additional pages are attached.

Each of the additional pages should have an identifying mark (A, B, C, etc) on them and should be referred to in the body of the statutory declaration.

It is recommended that **both the signatory and the witness** sign or initial each additional page.

How do I number any additional pages?

If the signatory's statutory declaration includes additional pages, **number them as a continuation of the existing document** - there is no need to renumber the pages in the statutory declaration.

For example, if the signatory's statutory declaration is three (3) pages long and they include two additional pages – the two additional pages will be numbered "Page 4" and "Page 5".

How should I record the number of additional pages in my logbook?

If the signatory's statutory declaration includes additional pages, **ensure you record the number of additional pages** in your logbook alongside all other relevant information as outlined in [Chapter 2.4 – Record keeping and logbooks](#) of the *Duties of Justices of the Peace (Qualified) and Commissioners for Declarations* handbook.

Do I have to put my personal contact details on the form?

JPs and Cdecs generally are not required to insert any of their personal (or work) contact details on the form when witnessing these documents voluntarily. Only JPs or Cdecs who witness documents in the course of their employment in a law practice or for the Public Trustee of Queensland must include this information, but only where electronic signatures or AV links are used.

See the [Fact Sheet – Witness information for statutory declarations or affidavits](#) for more details.

Is the information in the handbook still current?

Yes. The introduction of the new statutory declaration form does not impact on a JPs or Cdecs witnessing obligations that is currently outlined in [Chapter 4.2 – Witnessing Queensland and Commonwealth statutory declarations](#) of the *Duties of Justices of the Peace (Qualified) and Commissioners for Declarations* handbook.

Legislation and further reading

Oaths Act 1867

www.legislation.qld.gov.au

Duties of Justices of the Peace (Qualified) and Commissioners for Declarations handbook

www.qld.gov.au/jpandcdechandbook

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