

Application for a Fee Waiver

Justices of the Peace and Commissioners for Declarations Act 1991
Justices of the Peace and Commissioners for Declarations Regulation 2017

For new applications

Office use only						
Registration number						
Approved						
Refused						
Other						
Notes						

Important explanatory notes—please read carefully

Fees:

Fees are administered under the Justices of the Peace and Commissioner for Declarations Regulations 2017. The current Oath of Allegiance fees can be found in the Fees Schedule at [Justices of the Peace branch fee schedule - Dataset - Publications | Queensland Government](#). This is a once off fee for the period of your appointment.

If you are eligible to apply for a fee waiver based on the criteria outlined below, please complete the Statutory Declaration below. Should your application for fee waiver be unsuccessful, you will receive notification from the Justices of the Peace Branch.

Applications:

Applicants for a fee waiver **MUST** be applying to be appointed as:

- Commissioner for Declarations
- Justice of the Peace (Qualified)
- Upgrade to a Justice of the Peace (Qualified) from Commissioner for Declarations
- Upgrade to a Commissioner for Declarations from Justice of the Peace (Commissioner for Declarations)

The Statutory Declaration (below) must be completed in full and be witnessed by an authorized officer.

The Statutory Declaration (below) must be filed as an attachment to your Application for Appointment.

An Application for a Fee Waiver will only be considered at the time of submitting an Application for Appointment. No late applications will be considered.

You need to attach copies of relevant documents with your Application for a Fee Waiver (i.e. a copy of your current student card).

Eligibility:

- MUST be 18 years of age or older.
- MUST be an Australian citizen by birth, descent or by a grant of Australian citizenship.
- MUST be correctly enrolled as electors of the State of Queensland.
- MUST be able to demonstrate financial hardship. This includes, but is not limited to students, pensioners, and part time workers:

Provide a copy of a current student card (full time or otherwise), or
Receiving a Government Centrelink or Veteran's Affairs payment (provide a copy of a current benefit or pension card or copy of a current Centrelink income statement or current Veteran's Affairs service pension or benefit card),
Part-time workers (provide a copy of your Income Tax Assessment Notice for the last financial year (if you have not yet worked in the current financial year) or a statement/letter from your employer (on letterhead, dated, with position held and type of employment (full time, part-time or casual),
Any other special personal or financial circumstances that demonstrate financial hardship (please provide supporting evidence)

Note: A Centrelink Health Care Card is not considered a pension card. Not all payments received from Centrelink are equivalent to a full pension or benefit (for example, Family Tax Benefit (FTB) Part A or B is considered a tax benefit, not a full pension or benefit. Therefore, FTB is not an eligible payment for the purposes of seeking a fee waiver).

Changes of Address:

It is essential that you notify the Registrar of Justices of the Peace and Commissioners for Declarations of any changes of address within 14 days.

Contact us:

If you have trouble completing this form or need more information or help, contact us by:

- Emailing jpbranch@justice.qld.gov.au
- Phoning [1300 301 147](tel:1300301147)

Additional Information:

Please use this space to provide any special personal or financial circumstances or information that may be relevant for consideration of financial hardship. If applicable, you can include details of any other extenuating or special circumstances for which you can provide supporting documents. This will assist the Justices of the Peace Branch in better understanding your situation and assessing your application appropriately.

If you have any questions regarding this section of the form, please do not hesitate to contact the Justices of the Peace Branch on 1300 301 147 or at jpbranch@justice.qld.gov.au.

Collection Notice:

The Department of Justice and Attorney-General (Justice of the Peace Branch) collects information under this application in order to assess the granting of a fee waiver to the applicant pursuant to the Justices of the Peace and Commissioners for Declarations Act 1991 and the Justices of the Peace and Commissioners for Declarations Regulation 2017. The requirement to provide the information is not required by law but is necessary in order to assess the Applicant's eligibility for the granting of a fee waiver. The Justice of the Peace Branch will not be on-disclosing any information collected as part of the application for a fee waiver.

Review of Decisions:

Fee waiver decisions are administrative decisions and are not reviewable.

WARNING

The Department of Justice and Attorney-General treats fraudulent activity seriously. When applying for a fee waiver: making a false or misleading statement, providing a document or information you know to be false or misleading; or omitting information with the intent to deceive or mislead may result in you being investigated by the Queensland Police Service for criminal offences, including Fraud or Forgery and Uttering under the Criminal Code. Penalties including imprisonment apply to persons found guilty of such offences.

Form 1
QUEENSLAND

Oaths Act 1867

STATUTORY DECLARATION

I, _____ of _____, do solemnly and sincerely declare that:

I am applying to be appointed as a *(*tick whichever statement is applicable)*

- Commissioner for Declarations
- Justice of the Peace (Qualified)
- Upgrade to a Justice of the Peace (Qualified) from Commissioner for Declarations
- Upgrade to a Commissioner for Declarations from Justice of the Peace (Commissioner for Declarations)

I am above 18 years of age and can demonstrate financial hardship as a *(*tick whichever statement is applicable)*

- Full time student
- Pensioner
- Health Care Card holder
- Part-time worker
- Other – Provide additional information i.e. special circumstances of financial hardship

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

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

I state that:

A. This declaration was made in the form of an electronic document.*ⁱ

B. This declaration was electronically signed.*ⁱⁱ

C. This declaration was made, signed and witnessed under part 6A of the *Oaths Act 1867*.*ⁱⁱⁱ

(*delete whichever statements are not applicable)

¹ Include this statement if you electronically signed the document or if **you physically signed the document over audio visual link and then sent a scanned copy of that document to the witness.**

¹ **Include this statement if you or your substitute signatory electronically sign the document using an accepted method under the *Oaths Act 1867*. Do not include this statement if you signed the document on paper.**

¹ **Include this statement if the document was made over audio visual link.**

□

DECLARED by

.....
[insert full name of declarant]

.....
[signature of declarant /
substitute signatory*]

at
[insert place where declarant is located]

.....
[date]

**Signed for and at the direction of the
declarant by***

.....
[insert full name of substitute signatory]*

**delete if not applicable*

In the presence of:

.....
[insert full name of witness]

.....
[signature of witness]

.....
[insert type of witness]¹

.....
[date]

.....
[insert name of law practice / witness's
place of employment]*¹

**delete if not applicable*

For special witnesses to complete – Tick as applicable

- I am a special witness under the *Oaths Act 1867*.
(see section 12 of the *Oaths Act 1867*)
- This document was made in the form of an electronic document.¹
- I electronically signed this document.¹
- This statutory declaration was made, signed and witnessed under part 6A of the *Oaths Act 1867* – I understand the requirements for witnessing a document by audio visual link and have complied with those requirements.¹

ⁱ Include this statement if you electronically signed the document or if **you physically signed the document over audio visual link and then sent a scanned copy of that document to the witness.**

ⁱⁱ **Include this statement if you or your substitute signatory electronically sign the document using an accepted method under the *Oaths Act 1867*. Do not include this statement if you signed the document on paper.**

ⁱⁱⁱ **Include this statement if the document was made over audio visual link.**