LOGBOOK

NAME

START DATE

END DATE
Summary of general witnessing steps

Keep a sheet of paper handy with these questions as a checklist. Tick them off as you go:

1. Check the document to find out what type of document it is:
   a. Is the document lawful?
   b. Do you have the authority to witness it?
2. Does it have any special requirements?
3. Is the document an affidavit or statutory declaration? If so, is it in the correct format?
4. Is it to be signed on oath or affirmation or by way of statutory declaration? If so, does it use the correct form of words?
5. Is the signatory the person named in the document?
6. Have you requested proof of identity?
7. Is the date correct?
8. Have you checked through the document for any alterations, spaces or omissions?
9. Have you checked the annexures and marked them properly?
10. Have you issued the warning about the importance of telling the truth?
11. Have you administered the oath, affirmation or statutory declaration?
12. Was the document signed in front of you?
13. Have you signed in the appropriate place on the document, applied your seal of office and inserted your registration number?
14. Did you keep a record of any additional information supplied?

Things to bear in mind

When signing a document you should place your seal of office close to your signature, either immediately beneath or beside it and insert your registration number clearly. Do not place the seal over your signature or sign over your seal.

You are not permitted to record specific numbers appearing on the signatory's identification, including, but not limited to, passport numbers, drivers licence numbers, or credit card numbers into a logbook.

Oaths and affirmations

CHRISTIAN OATH

I swear that the contents of this document are true and correct to the best of my knowledge and belief, so help me God.

AFFIRMATION

I solemnly, sincerely and truly affirm and declare that the contents of this my [document] are true and correct to the best of my knowledge.

DECLARATION

I solemnly and sincerely declare that the contents of this declaration are true and correct to the best of my knowledge and belief.

After issuing an oath, affirmation or declaration, you must issue the deponent with a warning under the Oaths Act 1867. Explain that if the oath, affirmation or declaration is found to be untruthful, the deponent may be charged under the Criminal Code and be liable to penalties, including imprisonment.
<table>
<thead>
<tr>
<th>Date</th>
<th>Document witnessed</th>
<th>Name of deponent</th>
<th>Identification sighted (e.g. driver licence)</th>
<th>Location of signing</th>
<th>Comments</th>
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Useful links

Code of conduct
www.qld.gov.au/jpcodeofconduct

Incident report
www.qld.gov.au/jpincidentreport

JP or Cdec handbook and logbook
www.qld.gov.au/jphandbook
www.qld.gov.au/cdechandbook
www.qld.gov.au/jpslogbook

To purchase printed copies of the handbooks, logbook or other JP Branch merchandise, visit the JP shop www.qld.gov.au/jpshop.

If found please return to:
Department of Justice and Attorney-General
Justices of the Peace Branch
PO Box 5894
West End Queensland 4101

PHONE 1300 301 147
EMAIL jp@justice.qld.gov.au
WEB www.qld.gov.au/jps