

Your March 2025 JP Bulletin

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Dear colleagues,

Welcome to our March 2025 JP Bulletin!

In this edition, we update on the Queensland statutory declaration form, a reminder about using your full name when performing your duties, a showcase of the JPs in the Community Program as well as a new section on the JP and Cdec Code of Conduct which will be a part of future JP Bulletins.

I hope you find this edition beneficial and relevant to your role.

The new Queensland statutory declaration form and fact sheets

Complying with the requirements of the *Oaths Act 1867*, the Department of Justice published a statutory declaration form for use from 3 February 2025.

To help you understand the new form, we published [Technical Bulletin 01/25 - New Queensland statutory declaration form and fact sheets](#) which addresses some of the most common witnessing questions regarding the new form. If you haven't already, we strongly recommend you take a look to familiarise yourself with it.

Like previous statutory declaration forms, this version asks for the declarant's address and the place where the declaration is signed. The new version now allows for the declarant to exercise judgement and state their address or location as "Queensland" or "Australia" if it would be unsafe to reveal this information. It is not the role of a JP or Cdec to question a declarant's choice to include any non-identifying information on the form and should continue to witness any declaration that includes this information.

Visit www.qld.gov.au/legaldocuments to access the new form, fact sheets and other online resources.

Full names matter – a key reminder for JPs and Cdecs

We have recently seen an increase in receiving agencies requesting clarification on documents witnessed by JPs and Cdecs. The common issue? JPs and Cdecs not including their full name or using only a middle initial when physically signing or using a name stamp.

To ensure documents are processed smoothly and to prevent unnecessary delays, you are reminded to clearly print your **full legal name** (including any given names) when witnessing documents. This simple and essential step helps receiving agencies verify the identity of the witnessing JP or Cdec and reduces the need for follow-ups or re-certifications.

Please contact us if you have questions or concerns regarding your name on documents

Volunteer JP recognised at Australia Day Awards

We are proud to celebrate Michael Flanagan, who was recently awarded [Senior Citizen of the Year at the 2025 Lord Mayor's Australia Day Awards](#). This well-deserved recognition highlights their outstanding dedication to the community as a JP.



For the past 37 years, Michael has volunteered countless hours providing accessible witnessing services in his local area. Michael has also contributed significantly to numerous JPs in the Community Program locations across Brisbane to ensure his local community has access to a consistent and professional witnessing service. His passion for helping others embodies the very spirit of community service.

We congratulate Michael on this remarkable achievement and thank him for his ongoing support.

Record-breaking year for the JPs in the Community Program

The dedicated JPs in the Community Program teams achieved an incredible milestone in 2024, marking the program's biggest year yet! With a record number of clients assisted, documents witnessed, and hours volunteered, the volunteer program's JPs and Cdecs continue to provide an invaluable service to the community.

In 2024, our volunteers have supported over 700,000 clients, witnessed over 2.1 million documents, and contributed more than 150,000 hours of their time—an extraordinary effort that highlights your commitment to serving your local community. These numbers not only reflect the growing demand for witnessing services but also the unwavering dedication of JPs and Cdecs in general.

We extend our heartfelt gratitude to all JPs and Cdecs who have contributed their time and expertise. Your efforts ensure that essential witnessing services remain accessible to those who need them most.

If you are interested in joining our team of volunteers or learning more about the program, visit www.qld.gov.au/volunteerjp.

Let's celebrate this incredible achievement and continue making a difference together!

Code of Conduct in focus: Courtesy, dignity, consideration and compassion

A new regular feature for the JP Bulletin, each edition we will focus on one aspect of *Justices of the Peace and Commissioners for Declaration Code of Conduct* (Code of Conduct).

Our first focus is on Point 4:

“JPs and Cdecs shall at all times serve their fellow citizens with courtesy, dignity, consideration and compassion”

The expectation to serve with courtesy, dignity, consideration, and compassion applies at all times, regardless of circumstances. Whether assisting in a busy public setting, handling a sensitive matter, or managing a challenging interaction, you must remain professional and respectful.

This standard is a constant obligation that reflects the trust placed in us by the community. Even under pressure, maintaining composure and treating every client fairly ensures our service remains accessible, impartial, and of the highest standard.

By maintaining patience, professionalism, and empathy, we help create a positive and accessible service for all.

When these standards are not upheld, members of the public have the right to raise concerns. Under the *Justices of the Peace and Commissioners for Declarations Act 1991*, complaints regarding the conduct of a JP or Cdec are taken seriously and may be investigated by us. Allegations of misconduct, including breaches of the Code of Conduct, may result in disciplinary action ranging from counselling and training requirements to suspension or removal from office.

If you have any questions or concerns regarding your role as a witnessing officer in Queensland, please don't hesitate contacting us on [1300 301 147](tel:1300301147) or jp@justice.qld.gov.au.

Warm regards,

Damien Mealey
Director and Registrar
Justices of the Peace Branch
Department of Justice