

As an ANU employee with more than 5 years service, you are classified as a "Commissioner for Declarations" – this means that you may certify documents as a true copy as well as being able to witness Statutory Declarations.

Whenever you use your services, please cite the following statement (after your signature and written name) ***"A Commonwealth Authority employee with 5 or more years continuous service"***.

Certifying Documents:

Do a cursory check of the document, paying particular attentions to names and dates. For documents in a foreign language you may wish to photocopy the original document yourself.

When witnessing a 'bulk' document (eg a full copy of a passport), you may staple all the pages together, certify the first page "I certify this and the following pages a true copy", then number and initial the bottom of each page.

Wording required – it is sufficient to state 'certified a true copy'. Some documents do request more detailed wording 'certified a true copy of the original document sighted by me', just follow any written instructions that may be provided.

Statutory Declarations:

Must be on an approved form, for any done 'by hand' they must follow the prescribed format – in the ACT it we use the Statutory Declarations Act 1959.

Ensure that the form has been filled in, both you and the deponent are to place your initials next to any changes, and cross out any blank spaces.

The deponent is to sign the declaration in your presence, you ask "do you solemnly declare the contents of this declaration are correct?", they answer "yes" (you may have to prompt them), "this is your normal signature"... "yes" and you are "....their name.....".

If there are any attachments, staple them to the declaration, ensure they are referred to in the contents of the declaration and endorse them "this is the statement/annexure/attachment referred to in the Statutory Declaration of dated "

For any queries, please do not hesitate to contact me.

Sandra Burkett
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