

## SCHEDULE 2

### LIST OF SUITABLE WITNESSES to the APPLICATION AND DECLARATION OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

The Application and Declaration must be made before any of the following persons:

Item	Formal description	Informal description
1.	A member of the academic staff of an institution established under any of the following Acts — <ul style="list-style-type: none"> <li>• <i>Curtin University of Technology Act 1966</i>;</li> <li>• <i>Edith Cowan University Act 1984</i>;</li> <li>• <i>Murdoch University Act 1973</i>;</li> <li>• <i>University of Notre Dame Australia Act 1989</i>;</li> <li>• <i>University of Western Australia Act 1911</i>;</li> <li>• <i>Vocational Education and Training Act 1996</i>.</li> </ul>	Academic (post-secondary institution)
2.	A member of any of the following bodies — <ul style="list-style-type: none"> <li>• Association of Taxation and Management Accountants (ACN 002 876 208);</li> <li>• CPA Australia (ACN 008 392 452);</li> <li>• The Institute of Chartered Accountants in Australia (ARBN 084 642 571);</li> <li>• Institute of Public Accountants (ACN 004 130 643);</li> <li>• National Tax &amp; Accountants' Association Limited (ACN 057 551 854).</li> </ul>	Accountant
3.	A person who is registered under the <i>Architects Act 2004</i> .	Architect
4.	An Australian Consular Officer within the meaning of the <i>Consular Fees Act 1955</i> of the Commonwealth.	Australian Consular Officer
5.	An Australian Diplomatic Officer within the meaning of the <i>Consular Fees Act 1955</i> of the Commonwealth.	Australian Diplomatic Officer
6.	A bailiff appointed under the <i>Civil Judgments Enforcement Act 2004</i> .	Bailiff
7.	A person appointed to be in charge of the head office or any branch office of an authorised deposit-taking institution carrying on business in the State under the <i>Banking Act 1959</i> of the Commonwealth.	Bank manager
8.	A member of Chartered Secretaries Australia Limited (ACN 008 615 950).	Chartered secretary
9.	A person who is registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the pharmacy profession.	Chemist
10.	A person who is registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the chiropractic profession.	Chiropractor
11.	A person registered as an auditor or a liquidator under the <i>Corporations Act 2001</i> of the Commonwealth.	Company auditor or liquidator
12.	A judge, master, magistrate, registrar or clerk, or the chief executive officer, of any court of the State or the Commonwealth.	Court officer

Item	Formal description	Informal description
13.	A member of the Australian Defence Force who is — <ul style="list-style-type: none"> <li>an officer within the meaning of the <i>Defence Force Discipline Act 1982</i> of the Commonwealth;</li> <li>a non-commissioned officer within the meaning of that Act with 5 or more years of continuous service; or</li> <li>a warrant officer within the meaning of that Act.</li> </ul>	Defence force officer
14.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the dental profession whose name is entered on the Dentists Division of the Register of Dental Practitioners kept under that Law.	Dentist
15.	A person who is registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the medical profession.	Doctor
15A.	A person appointed under the <i>Parliamentary and Electorate Staff (Employment) Act 1992</i> section 4(1)(b)(i) or (2)(b)(i)	Electorate officer of a member of State Parliament
16.	A member of the Institution of Engineers, Australia, other than at the grade of student.	Engineer
17.	The secretary of an organisation of employees or employers that is registered under one of the following Acts — <ul style="list-style-type: none"> <li><i>Industrial Relations Act 1979</i>;</li> <li><i>Workplace Relations Act 1996</i> of the Commonwealth.</li> </ul>	Industrial organisation secretary
18.	A member of the National Insurance Brokers Association of Australia (ACN 006 093 849).	Insurance broker
19.	A Justice of the Peace.	Justice of the Peace
19A.	A person who is a member of the Authority's staff within the meaning given to that term by the <i>Land Information Authority Act 2006</i> section 3.	Landgate officer
20.	An Australian lawyer within the meaning of that term in the <i>Legal Profession Act 2008</i> section 3.	Lawyer
21.	The chief executive officer or deputy chief executive officer of a local government.	Local government CEO or deputy CEO
22.	A member of the council of a local government within the meaning of the <i>Local Government Act 1995</i> .	Local government councillor
23.	A member of the Australasian Institute of Chartered Loss Adjusters (ACN 074 804 167).	Loss adjuster
24.	An authorised celebrant within the meaning of the <i>Marriage Act 1961</i> of the Commonwealth.	Marriage celebrant
25.	A member of either House of Parliament of the State or of the Commonwealth.	Member of Parliament
26.	A minister of religion registered under Part IV Division 1 of the <i>Marriage Act 1961</i> of the Commonwealth.	Minister of religion
27.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the nursing and midwifery profession.	Nurse
28.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the optometry profession.	Optometrist
29.	A registered patent attorney under the <i>Patents Act 1990</i> of the Commonwealth.	Patent attorney

<b>Item</b>	<b>Formal description</b>	<b>Informal description</b>
30.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the physiotherapy profession.	Physiotherapist
31.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the podiatry profession.	Podiatrist
32.	A police officer.	Police officer
33.	The person in charge of an office established by, or conducted by an agent of, Australia Post within the meaning of the <i>Australian Postal Corporation Act 1989</i> of the Commonwealth.	Post office manager
34.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the psychology profession.	Psychologist
35.	A public notary within the meaning of the <i>Public Notaries Act 1979</i> .	Public notary
36.	An officer of the Commonwealth public service.	Public servant (Commonwealth)
37.	A person who is employed under the <i>Public Sector Management Act 1994</i> Part 3.	Public servant (State)
38.	The holder of a licence under the <i>Real Estate and Business Agents Act 1978</i> .	Real estate agent
39.	The holder of a licence under the <i>Settlement Agents Act 1981</i> .	Settlement agent
40.	The Sheriff of Western Australia and any deputy sheriff appointed by the Sheriff of Western Australia.	Sheriff or deputy sheriff
41.	A licensed surveyor within the meaning of the <i>Licensed Surveyors Act 1909</i> .	Surveyor
42.	A person employed as a member of the teaching staff within the meaning of the <i>School Education Act 1999</i> or as a teacher of a non-government school within the meaning of that Act.	Teacher
43.	A member, registrar or clerk, or the chief executive officer, of any tribunal of the State or the Commonwealth.	Tribunal officer
44.	A registered veterinary surgeon within the meaning of the <i>Veterinary Surgeons Act 1960</i> .	Veterinary surgeon

## SCHEDULE 3

### INSTRUCTIONS FOR WITNESSES

#### WHO CAN BE A WITNESS TO A STATUTORY DECLARATION AND WHO CAN CERTIFY DOCUMENTS?

A list of persons authorised to witness Statutory Declarations and certify identification documents is set out in Schedule 2.

#### HOW DO I WITNESS A STATUTORY DECLARATION?

1. The **Applicant** making the Statutory Declaration must-
  - (a) sign or personally mark the Statutory Declaration where indicated at the bottom of each page of the Application and on the last page of the Application;
  - (b) sign or initial any alteration, such as an insertion or erasure, that has been made to the Statutory Declaration;
  - (c) In the presence of an authorised witness declare orally –
    - (i) that he or she is the person named as the maker of the Statutory Declaration;
    - (ii) that the contents of the Statutory Declaration are true;
    - (iii) that the signature or mark is the Applicants.
2. After the above has been completed, the **witness** must:
  - (a) sign the Statutory Declaration where indicated at the bottom of each page of the Application and on the last page of the Application where indicated;
  - (b) sign or initial any alteration in the Statutory Declaration that has been signed or initialled by the person making the Statutory Declaration; and
  - (c) clearly write his or her name, signature, qualification as an authorised witness and date.

#### HOW DO I CERTIFY A COPY OF AN ORIGINAL DOCUMENT?

1. Before certifying a document, you must ensure that the copy to be certified is an identical copy of the original.
2. The person certifying the document is stating in their opinion that the document is a true copy, not that the original document is authentic.

3. The witness must write on each document copy the following:

***“I certify this appears to be a true copy of  
the document produced to me on (date)”***

***Signature***

***Name***

***Qualification as authorised witness***

4. If the original is a multiple page document, each page must be checked against the copy to ensure that it is correct. The witness can then proceed as follows:

- Sign or initial each page;
- Number each page of the copy as ‘page 1 of 20’, ‘page 2 of 20’ and so on;
- Write on the last page as follows:

***“I certify this appears to be a true copy of  
the document produced to me on (date)”***

***Signature***

***Name***

***Qualification as authorised witness***