

# Statutory declaration

Please complete the details below and sign in the presence of an authorised witness (see list overleaf). Print clearly in ink using BLOCK letters.

I, (full name of declarant)  (Victorian licence/customer number)

of (address)

Postcode

(Occupation OR alternatively – unemployed or retired or child)

make the following statutory declaration under the *Oaths and Affirmations Act 2018*.

(name of deceased)  (Victorian licence/customer number)

(address of deceased)

Postcode

passed away

on (date – dd/mm/yyyy)

- I declare that the deceased died without leaving a will and to my knowledge, having made enquiries, no one else will be administering the estate.
- My relationship to the deceased is  (e.g. spouse or domestic partner, child, sibling, parent or other)
- I declare that the total value of the estate does not exceed \$25,000.
- I have attached an original or certified copy of one of the following documents: a death certificate, an interim death certificate issued by an Australian Registry of Births, Deaths and Marriages, or a letter or form from a Coroners Court of an Australian State/Territory that confirms the individual's full name, date of birth and date of death.
- I wish to be recorded as the authorised representative of the abovementioned estate for the purpose of undertaking transactions with VicRoads associated with the administration of the estate.
- I acknowledge that if the distribution of assets for the abovementioned estate is legally challenged, VicRoads may refuse to undertake, or reverse, transactions associated with the administration of the estate as a result of this declaration.
- I indemnify VicRoads against claims or actions arising from any transactions undertaken as a result of this declaration.
- I acknowledge that the VicRoads' Vehicle Register is not a Register of Title.

## Person making the declaration (declarant)

I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.

The following must be read aloud in the presence of the authorised witness before signing:

I, [full name of declarant] of [address], declare that the contents of this statutory declaration are true and correct.

Signature of person making the declaration (declarant)

Declared:

at (place in the state of Victoria)

on (date – dd/mm/yyyy)

## Authorised witness

I am an authorised statutory declaration witness and I sign this document in the presence of the person making the declaration.

- (If applicable) I certify that I have read the statutory declaration to the declarant at the time the statutory declaration was made, due to illiteracy, limited English literacy, vision or cognitive impairment.
- (If applicable) I certify that I assisted the declarant in making the statutory declaration by (assistance provided, for example, translating the document)

Signature of authorised witness

(date – dd/mm/yyyy)

(full name of authorised witness)

(position/title)

(address)

Postcode

A person authorised under section 30(2) of the *Oaths and Affirmations Act 2018* to witness the signing of a statutory declaration.

## Authorised witness

The following is a list of persons who may witness statutory declarations under Section 30 of the *Oaths and Affirmations Act 2018*.

**For a complete list of authorised witnesses, refer to [www.justice.vic.gov.au/statdecs](http://www.justice.vic.gov.au/statdecs)**

- A person currently licensed or registered to practice in Australia as one of the following occupations:
  - Architect
  - Chiropractor
  - Conveyancer
  - Dentist
  - Financial adviser or financial planner
  - Legal practitioner
  - Medical practitioner
  - Midwife
  - Migration agent
  - Nurse
  - Occupational therapist
  - Optometrist
  - Patent attorney
  - Pharmacist
  - Physiotherapist
  - Psychologist
  - Trade marks attorney
  - Veterinary surgeon
- An accountant who meets at least one of the following criteria:
  - Fellow of the National Tax Accountants' Association
  - Member of Chartered Accountants Australia and New Zealand
  - Member of the Association of Taxation and Management Accountants
  - Member of CPA Australia
  - Member of the Institute of Public Accountants
- Australian Consular Officer or Australian Diplomatic Officer
- Bailiff
- Clerk of a court

- Commissioner for Affidavits
- Judge
- Justice of the Peace
- Local government Councillor
- Magistrate
- Registered marriage celebrant
- Master of a court
- Member of the Australian Defence Force who meets at least one of the following criteria:
  - An officer
  - A non-commissioned officer with 5 or more years of continuous service
  - A warrant officer
- Member of the Parliament of a State
- Member of a Territory legislature
- Member of a local government authority
- Registered minister of religion
- Notary public, including a notary public exercising functions at a place outside either the Commonwealth or the external Territories of the Commonwealth
- Police officer
- Police reservist
- Protective service officer (PSO)
- Registrar, or Deputy Registrar, of a court
- A school principal
- Sheriff
- Sheriff's officer
- Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution
- Any authorised affidavit taker

**Where a statutory declaration is supplied to VicRoads, a VicRoads staff member is not permitted to witness the declaration.**