

Application for appointment as a Commissioner for Declarations

Form 1 Queensland

Justices of the Peace and Commissioners for Declarations Act 1991
Justices of the Peace and Commissioners for Declarations Regulation 1991

DJAG 10/3673

For new applications

OFFICE USE ONLY				
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Important explanatory notes – please read carefully

Application:

- Unless the circumstances are exceptional, this application form **MUST** be completed in full. If handwritten, please use block letters.

Applicants:

- **MUST** be 18 years of age or above at date of appointment.
- **MUST** be an Australian citizen by birth, descent or by a grant of Australian citizenship.
- **MUST** have two referees.
- **MUST** consent to Police and Traffic record checks.
- **MUST** be correctly enrolled as electors of the State of Queensland

Referees:

- **MUST** be persons of good standing in the community.
- **MUST** have known you well for more than 5 years (do not include referees who have known you for less than 5 years).
- **MUST** reside in Australia.
- **MUST NOT** be relatives by either birth or marriage.
- **MUST NOT** be members of the Police Service.

Referee reports:

- Referee reports are invalid after six months.
- You must forward a referee report form (see attached form number 7) to **BOTH** of your selected referees and collect the forms when they are completed. Please attach your completed reports to your application form.

The application and referee reports are to be lodged with your nominator, who will check them and forward them to the Department of Justice and Attorney-General.

Changes of address:

- It is essential that you notify the Registrar of Justices of the Peace and Commissioners for Declarations of any changes of address within 14 days.

Fees:

- Should your application be successful, a registration fee of \$100.00 will be payable before you begin your duties. The fee includes the cost of a seal and a certificate.

Full name: Surname Given names

Mr/Mrs/Miss/Ms

If you have been known by any other name, please state other names:

Date of birth: / / Place of birth:

Town State or Region Country

If not born in Australia, proof of Australian citizenship must accompany this application.

Residential address in full:

Postcode

Postal address:

Postcode

If same as above, please note 'as above'

Telephone: Private Mobile

Email:

Occupation:

Name of employer:

Address of employer:

Postcode Business telephone ()

DECLARATION: To be completed by all applicants

Photo ID must be sighted. Identification required to process application (any two below):

Driver's licence no.:	<input type="text"/>	Expiry date:	<input type="text"/> / <input type="text"/> / <input type="text"/>
Birth or marriage certificate:	<input type="text"/>	Passport:	<input type="text"/>
Credit card no.:	<input type="text"/>	Pension card:	<input type="text"/>
Health benefit card:	<input type="text"/>	Medicare no:	<input type="text"/>
Other:	<input type="text"/>		

I hereby apply for appointment as a Commissioner for Declarations for Queensland and I am willing, if appointed, to undertake all duties attached to the office and abide by the Code of Conduct for Commissioner for Declarations.

I, (full name) ,

give my consent for the Department of Justice and Attorney-General its employees and agents to seek a national criminal history check on me through the Queensland Police Service, and for the Queensland Police Service and the Australian Police services to disclose criminal history information, including charges laid against me awaiting determination, to the Department of Justice and Attorney-General, its employees and agents.

I understand the disclosure of information about my criminal history will be subject to Commonwealth, State or Territory legislation where it applies, or the policy of the police service making disclosure or both.

I consent to the Registrar of Justices of the Peace and Commissioners for Declarations making confidential inquiries as to my character and suitability for appointment through the relevant agency/s and its employees.

I hereby certify that the statements made in this, my application for appointment as a Commissioner for Declarations, are true and correct in every particular.

Dated this day of 20 Signature of applicant

Witnessed by:

Stamp and
Registration No.:

**To be witnessed ONLY by a Commissioner for Declarations, Justice of the Peace (Qualified) or
Justice of the Peace (Magistrates Court) for the State of Queensland.**

The Department of Justice and Attorney-General is collecting the information on this form for the purpose of determining your eligibility to be appointed as a Commissioner for Declarations. The collection of this information is authorised by the *Justices of the Peace and Commissioners for Declarations Act 1991* and the *Justices of the Peace and Commissioners for Declarations Regulation 1991*. Only authorised departmental employees and contractors will have access to this information. Your identifying details will be provided to the Queensland Police Service and Queensland Transport for the purpose of obtaining your criminal and traffic histories. If you are appointed as a Commissioner for Declarations, your name, address and appointment particulars will be entered into the Register of Justices of the Peace and Commissioners for Declarations where it will be accessible by members of the public.

NOMINATION (NOTE: Only one (1) portion of this section is to be completed.)

EITHER LOCAL MEMBER

I, ,

Member of the State Parliament of Queensland for the electoral district of , am satisfied that the applicant resides within that electoral district and unaware of any reason to suggest that the applicant is not a fit and proper person to be appointed to this office.

Dated this day of 20

OR BUSINESS NOMINATOR

Where the applicant seeks appointment to carry out duties in a bank, building society, credit union, insurance office or in the Commonwealth or State public service, and for reasons of time or distance, or for business reasons, it is not convenient for the applicant to call on his/her Member of State Parliament of Queensland. (Note: The nominator in this case must be either— (i) the General Manager of the institution; or (ii) the Chief Executive of the Government Department concerned or his/her delegate.)

I,

am satisfied that the appointment is necessary to enable the applicant to carry out the duties of his/her office and that the applicant is a fit and proper person, is familiar with and appreciates the obligations, and is suitable to be appointed as a Commissioner for Declarations for Queensland. The reason/s it is more convenient for the applicant to be nominated through this process rather than call on his/her Member of State Parliament is/are:

Dated this day of 20

OR OTHER MEMBER FOR REASONS OF TIME AND DISTANCE

Where the applicant finds it inconvenient for reasons of time or distance or for business reasons to call on his/her Member of the State Parliament of Queensland or where the above forms of nomination are inappropriate given the particular circumstances of the applicant. (Note: The nominator in this case must be any member of a parliament in Australia.)

I, ,

Member of

state that the applicant is known/not known (delete whichever is not appropriate) to me and I am unaware of any reason to suggest that the applicant is not a fit and proper person to be appointed to this office.

Dated this day of 20

When completed, this application form must be forwarded to:

The Registrar of Justices of the Peace and Commissioners for Declarations
Department of Justice and Attorney-General, PO Box 5894, WEST END Qld 4101.