

Form 7 Version 1

Application to transition from Justice of the Peace (Commissioner for Declarations) to Commissioner for Declarations

Justices of the Peace and Commissioners for Declarations Act 1991
Justices of the Peace and Commissioners for Declarations Regulation 2017

For use where an existing JP(C.dec) wishes to transfer to a
Commissioner for Declarations

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.

Registration:

- You will not be required to take another oath or affirmation of allegiance of office.
- After registration you will receive a registered number, certificate, and seal.

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 30 days.

Fees:

- There are no fees associated with this application.

Please note:

- Until you are registered as a Commissioner for Declarations, you remain a Justice of the Peace (Commissioner for Declarations) under the previous system and may continue to exercise the powers of that office.

Section 1 - Applicant Details

Please complete in BLOCK letters

Full name:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other _____	Surname:	
Given name/s:			
If you have been known by any other name, please state other names:			
Date of birth:			
Residential address:	Unit/Building No.	Street No.	Street Name
	Suburb	State	Postcode
Enter "as above" if postal address is the same as residential address.			
Postal address:	Unit/Building No.	Street No.	Street Name
	Suburb	State	Postcode
Phone:			
Mobile:			
Email (Compulsory):			

Please tick appropriate 'yes' or 'no' boxes.

1. If you are a resident of Queensland, are you correctly enrolled on the Queensland State Electoral Roll?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. In which Queensland State Electoral District are you enrolled?		
3. I would like to:		
Transfer to a Commissioner for Declarations at no cost. If you select this option, you do not need to do anything further. We will send you a letter confirming your new appointment.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. If you speak a language other than English fluently, please indicate which language/s.		

5. All newly appointed Commissioners for Declarations will be listed on departmental websites. The listing includes contact details (i.e., name, suburb, postcode and phone number) for JPs and CDecs offering their services to the general public outside of normal business hours. If you are unable to be included on the list, please provide your reasons below.

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Section 2 - Declaration

I hereby apply to transfer my registration as a Justice of the Peace (Commissioner for Declarations) to registration as a Commissioner for Declarations for Queensland and state that I am willing to undertake all duties attached to the Office and abide by the Code of Conduct for Commissioners for Declarations.

Dated this		day of		20		Signature of applicant	
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Privacy statement:

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 2017*. Only authorised departmental employees and contractors will have access to this information. If you are appointed as a Commissioner for Declarations, your name and contact details 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.

Section 3 - Lodging this form

You must lodge your application by email or mail 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
Email: jp@justice.qld.gov.au

Justices of the Peace Branch

 www.qld.gov.au/jps