

# Appropriate use of the Seal of Office

## Factsheet

Below is some information to help you get started when you are using your seal of office witnessing documents.

- Once the signatory has signed in the appropriate place on the document, you should immediately sign your name, affix your seal of office and insert your registration number clearly in the space provided on the impression of your seal.
- Place your seal of office close to your signature, either immediately beneath or beside it. Do not place the seal over your signature, or sign over your seal.
- The prescribed mark of office of your title is either 'Justice of the Peace (Qualified)' or 'Commissioner for Declarations'. Your title can be abbreviated as 'JP (Qual)' or 'Cdec' respectively. You can use this mark of office if you do not have your seal of office with you when you witness the document.
- Do not record or incorporate your registration number permanently on your seal of office.
- Some documents, particularly land-title documents, require that you print your full name on the document. This means your entire name, not just your initials.
- You should only use blue or black ink when signing documents. Pencils should never be used.
- Commissioners for Declarations use black ink for their seal of office. Justices of the Peace (Qualified) use red ink and Justices of the Peace (Magistrates Court) use blue ink for their seal of office.

For further information on how to witness documents, please refer to the Justices of the Peace (Qualified) or Commissioner for Declarations handbook which is available for free on our website. You may also purchase a copy through the Branch. Additional or replacement seals of office may also be purchased.

Please contact the Justices of the Peace Branch by phone 1300 301 147, email [jp@justice.qld.gov.au](mailto:jp@justice.qld.gov.au) or visit us online at [www.qld.gov.au/jps](http://www.qld.gov.au/jps) for more information.

