

1.1 Welcome to your Cdec guide

This handbook is a guide for Commissioners for Declarations.

It has been written to provide you with a clear understanding of what is expected of you in your role and a day-to-day reference to help you perform your duties responsibly, correctly and consistently.

Commissioner for Declarations has, at times, been abbreviated to Cdec and Justice of the Peace to JP. The term JP may also refer to any number of the separate JP positions listed in section 2.1.

You'll note there are other abbreviations used throughout the handbook. Each is defined the first time it's used and it is also listed in the glossary in section 5.2.

How to use this handbook

The handbook describes your role in the community and then deals chapter by chapter with your duties, your special responsibilities and your conduct.

Each of the chapters dealing with your duties is divided into:

- 'What...?' (giving a definition of the subject)
- 'Why...?' (explaining the reason or purpose)
- 'How...?' (explaining the procedure).

You'll also find sections on things to bear in mind, frequently asked questions and where to find more information.

Table of contents

Number and name of section		Date stamp of last update
1	Introduction	
1.1	Welcome to your Cdec guide	JUN17
1.2	Services for you	JUN17
2	Your role as a Commissioner for Declarations	
2.1	Historical and social context of your role	JUN17
2.2	Eligibility and conduct	JUN17
2.3	Your role and responsibilities in the community	JUN17
2.4	Record-keeping and logbooks	JUN17
2.5	Queensland courts	JUN17
2.6	Assisting people from culturally and linguistically diverse backgrounds	JUN17
2.7	Assisting people with disabilities	JUN17
3	Certifying copies	
3.1	Certifying copies of documents	JUN17
4	Witnessing	
4.1	Witnessing documents—general procedure	JUN17
4.2	Witnessing statutory declarations	JUN17
4.3	Camera-detected offence notice—statutory declarations	JUN17
4.4	Witnessing applications under the <i>Domestic and Family Violence Protection Act 2012</i>	JUN17
4.5	Witnessing blue card applications	JUN17
4.6	Administering oaths and affirmations	JUN17

Section table of contents

SECTION 4 Witnessing

Section number	Chapter number	Chapter name	Date
4.1		Witnessing documents—general procedure	JUN17
4.2		Witnessing statutory declarations	JUN17
4.3		Camera-detected offence notice—statutory declarations	JUN17
4.4		Witnessing applications under the <i>Domestic and Family Violence Protection Act 2012</i>	JUN17
4.5		Witnessing blue card applications	JUN17
4.6		Administering oaths and affirmations	JUN17
4.7		Witnessing affidavits	JUN17
4.8		Witnessing family law documents	JUN17

This is the date of the last update to this chapter. When we update a chapter, we'll also update this contents page for you to replace.

Footer

- initial them.
- Check for annexures and mark them.
 - 9 a. If the annexures are for an affidavit under the *Uniform Civil Procedures Rules 1999*, then both you and the signatory must also sign them.
- 10 Warn the signatory they must tell the truth.
- 11 Administer the oath, affirmation or statutory declaration.
- 12 Ask the signatory to sign the document in front of you.
- Sign the document and insert your registration number wherever a signature is required. Place your seal of office close to wherever you have signed (either beneath or beside, but never over the signature).
 - 13 a. If the signatory has asked you to not check the document, state this in writing before signing.
- 14 Enter all relevant details in your logbook.