

Proof of ID and Statutory Declaration

You must provide us with:

- **Step 1:** A witnessed copy of 'Proof of Identity'
- **Step 2:** A Statutory Declaration

Scan and upload your signed and witnessed statutory declaration and proof of identity via your course menu.

Step 1: Proof of Identity

a) Photocopy (or photograph and print) your Proof of Identity. This must be a government issued document that has your photograph and date of birth. For example your driver's licence, a passport or a Proof of Age card. **Do not send a student card or just a photograph of yourself.**



b) Take your original ID and your photocopy to an approved witness when you have your statutory declaration signed. Have the witness write the following statement underneath the copy of your ID.

“This is a true copy of the original sighted by me on the [insert date]”

c) Have the witness sign and date the copy of your ID. (See example below)



Step 2: Statutory Declaration

STATUTORY DECLARATION

I, _____
of _____

(Insert name, place of abode, occupation)

solemnly and sincerely declare that:

If I study the NSW Responsible Service of Alcohol course materials for at least 30 minutes per section and/or

If I study the National Responsible Service of Alcohol course I will spend at least 3 hours studying the course materials.

For all course assessments I will complete the assessments by myself without assistance to the answers by others and;

No part of the assessment will be authored by another person for me and;

I will not copy from another person or answer sheet and;

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Signature of Declarant: _____

Declared at: _____, this ___ day of _____ 20___
(place) (date) (month) (year)

Before me: _____
(Justice of the Peace)

There are a number of people who may be able to witness your statutory declaration.

Declarations made in New Zealand

- (1) A declaration made in New Zealand must be in the form in [Schedule 1](#), and must be made before—
 - (a) a person enrolled as a barrister and solicitor of the High Court; or
 - (b) a Justice of the Peace; or
 - (c) a notary public; or
 - (ca) the Registrar or a Deputy Registrar of the Supreme Court; or
 - (d) the Registrar or a Deputy Registrar of the Court of Appeal; or
 - (e) a Registrar or Deputy Registrar of the High Court or a District Court; or
 - (f) some other person authorised by law to administer an oath; or
 - (g) a member of Parliament; or
 - (h) a person who—
 - (i) is a fellow of the body (incorporated under the [Incorporated Societies Act 1908](#)) that, immediately before the commencement of the [Oaths and Declarations Amendment Act 2001](#), was called the New Zealand Institute of Legal Executives; and
 - (ii) is acting in the employment of the holder of a practising certificate as a barrister and solicitor of the High Court; or
 - (i) an employee of the New Zealand Transport Agency, authorised for that purpose (by name, or as the holder for the time being of a specified office or title) by the Minister of Justice by notice in the *Gazette*; or
 - (ia) an employee of Public Trust constituted under the [Public Trust Act 2001](#), authorised for that purpose (by name, or as the holder for the time being of a specified office or title) by the Minister of Justice by notice in the *Gazette*; or
 - (j) an officer in the service of the Crown, or of a local authority within the meaning of the [Local Government Act 2002](#), authorised for that purpose (by name, or as the holder for the time being of a specified office or title) by the Minister of Justice by notice in the *Gazette*.

(2) Despite subsection (1), if a te reo Māori equivalent of the declaration prescribed in [Schedule 1](#) is prescribed by regulations made under [section 30A](#), using that te reo Māori equivalent has the same effect as using the declaration prescribed in [Schedule 1](#).

Section 9: replaced, on 27 September 2001, by [section 3](#) of the Oaths And Declarations Amendment Act 2001 (2001 No 75).

Section 9(1)(ca): inserted, on 1 January 2004, by [section 48\(1\)](#) of the Supreme Court Act 2003 (2003 No 53).

Section 9(1)(i): replaced, on 19 December 2002, by [section 4\(1\)](#) of the Oaths and Declarations Amendment Act 2002 (2002 No 71).

Section 9(1)(i): amended, on 1 August 2008, by [section 50\(1\)](#) of the Land Transport Management Amendment Act 2008 (2008 No 47).

Section 9(1)(ia): inserted, on 19 December 2002, by [section 4\(1\)](#) of the Oaths and Declarations Amendment Act 2002 (2002 No 71).

Section 9(1)(j): replaced, on 1 July 2003, by [section 262](#) of the Local Government Act 2002 (2002 No 84).

Section 9(2): inserted, on 19 December 2002, by [section 4\(2\)](#) of the Oaths and Declarations Amendment Act 2002 (2002 No 71).