



Statutory Declaration

Use this form to verify your documentation by Statutory Declaration

Important instructions on using this form

A statutory declaration is a legally binding document which may be used in legal proceedings in New Zealand under the Oaths and Declarations Act 1957. The declaration must be taken in front of an authorised person to confirm to us that what has been declared is true and correct.

The purpose of the declaration is to allow you to attest that you are the person to whom certain qualifications have been awarded, where there are variations in the way that your name / identity has been recorded across these key documents. Council requires that you make a declaration in terms of every document where that document is different when compared to your names on your passport. This must be done irrespective of the nature of the name variation (including initials used instead of the name written out, names transposed, etc),

1. Please use this form to verify your documentation for registration by Statutory Declaration.
2. **If you are in New Zealand**, the declaration can be taken in New Zealand in front of one of the following:
 - a person enrolled as a barrister and solicitor of the High Court
 - a Justice of the Peace
 - a notary public
 - the Registrar or a Deputy Registrar of the Supreme Court
 - the Registrar or a Deputy Registrar of the Court of Appeal
 - a Registrar or Deputy Registrar of the High Court or a District Court
 - some other person authorised by law to administer an oath
 - a member of Parliament
 - a Legal Executive who is a Fellow of a relevant professional body and employed by a barrister and solicitor of the High Court of New Zealand
 - an employee authorised in the New Zealand Transport Agency, employee of the Public Trust
 - an officer in the service of the Crown, or of a local authority (Regional Council, City Council or District Council).
3. **If you are in another 'Commonwealth country'**, the declaration must be taken in front of one of the following:
 - a Judge
 - a Commissioner of Oaths
 - a notary public
 - a Justice of the Peace
 - any person authorised by the law of that country to administer an oath there for the purpose of a judicial proceeding
 - a solicitor of the High Court of New Zealand
 - a Commonwealth representative (These include: Ambassador, High Commissioner, Commissioner, Minister, Counsellor, Chargé d'Affaires, Head of Mission, Consular Officer, [Pro-consul], Trade Commissioner, or Tourist Commissioner of a Commonwealth country (including New Zealand)

includes any person lawfully acting for any such officer; any diplomatic secretary on the staff of any such Ambassador, High Commissioner, Commissioner, Minister, Counsellor, Chargé d'Affaires, or Head of Mission).

4. **If you are in a non-Commonwealth country** - the declaration must be made before:
 - a Commonwealth representative
 - a Judge
 - a notary public
 - a solicitor of the High Court of New Zealand.
5. Please attach any documentation referred to in your declaration with this form.



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I		(Name in full as per passport)
of		(Address in full)
		(Occupation)

Do solemnly and sincerely declare that: (please state the facts of your declaration, for example; "I am the individual named as [list every variation of your name that occurs across all documents] despite the variation of names in [list every document that you are referring to that includes a name variation])).

Example (please follow the layout below to eliminate any confusion):

I am the individual named as:

1. *Smith, John*
2. *John Smith*
3. *John B Smith*

Despite the variations of names in:

1. *My (country of issue) passport*
2. *My (country of issue) primary medical degree (or alternative qualification confirmation document)*
3. *My (country/ies of issue) secondary qualification/s (or alternative qualification confirmation document/s)*

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 on	/ / (day / month / year)
Before me	(name)
	(signature)