



Oaths, Affirmations and Statutory Declarations Act 1962

SCHEDULE

Sec.12B(3)(b)(d)

Form 12

APPLICATION FOR APPOINTMENT AS A COMMISSIONER FOR OATHS

TYPE OF APPLICATION

☐ New Appointment

☐ Renewal

For applications for renewal, specify the date of expiration:

A. PERSONAL INFORMATION

Applicants Title(s): Mr./Mrs./Ms./Miss Other (please state):

Surname: Given Name(s):

Date of Birth: Place of Birth (Country):

Languages Spoken (other than English):

B. CONTACT DETAILS

Residential Address:

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Postal Address:

Email Address:

Telephone / Mobile:

C. EMPLOYMENT DETAILS

Occupation:

Current Employer:

Location Of Employment:

Employer Physical Address:

Telephone: Email:

Please indicate (if known)

Total number of staff at your place of employment

Number of staff already holding a Commissioner for Oaths Appointment

Prior Employment Details (please specify below if applicable)

Employer: Duration:

Reason for cessation:

Employer: Duration:

Reason for cessation:

Do you have any affiliation with an organization, groups, company, etc.? If yes, give reason(s) of your affiliation and your role. ☐ Yes ☐ No

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D. CITIZENSHIP & RESIDENCY STATUS

Are you a citizen of Papua New Guinea? ☐ YES ☐ NO

If no, how long are you currently permitted to reside in PNG?

How long have you continuously resided in PNG?

Evidence: Valid passport, entry permit and/or visa copies

E. CRIMINAL HISTORY

Have you been convicted or are you currently facing charges for any criminal offence? ☐ Yes ☐ No

Evidence: Police Clearance Certificate

- *Must be obtained within the last six (6) months (of application and interview)*
- *Original to be tendered when submitting application form*

Has there been any disciplinary action taken against you or are you currently subject to an investigation or disciplinary proceedings by an institution, employer, professional or regulatory body? If yes, please clarify. ☐ Yes ☐ No

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Has there been any civil court proceedings (e.g., child maintenance) filed against you? If yes, please clarify. ☐ Yes ☐ No

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F. OTHER DETAILS

Has an interview or examination relating to this assessment been previously administered to you? ☐ Yes ☐ No

If yes, were you issued a certificate signed by the Secretary for Justice certifying you as a fit and proper person to be a Commissioner for Oaths? If no, why? ☐ Yes ☐ No

If no on the above, why wasn't a certificate issued?

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Do you have a history of any physical or mental health problem? If yes, provide details below. ☐ Yes ☐ No

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Evidence: Medical Certificate (original to be tendered when submitting application form)

- Provide evidence of medical certificates
- Doctor's reports, etc.

Do you have a history of any serious behavioural problems? (an example would be serious behavioural issues involving alcohol or substance abuse) If yes, give brief details below ☐ Yes ☐ No

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Note: A certificate or report from a psychologist, behavioural change expert or doctor is required for a "yes" response.

State the reasons for your application for appointment. (Applicants are to demonstrate that they have a considerable and continued need for appointment)

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If your reason for appointment is based on the need to witness documents, please specify the type of document and frequency of need.

Document	Frequency
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NOTE: The Minister for Justice may prescribe or determine other particulars as and when appropriate.

Disclosure

In signing this application form, you consent to the Department of Justice and Attorney General to;

- (i) Receive sensitive information on racial or ethnic origin and criminal record to process your application
- (ii) releasing your name and contact details for public information on the Department of Justice and Attorney General's website, etc. for clients to seek your service as a Commissioners for Oath.



PAPUA NEW GUINEA
STATUTORY DECLARATION

I, _____ of _____,

(Insert name and occupation of applicant) (Insert address of applicant) do solemnly and sincerely

declare that:

- 1. the information provided in the Application for Appointment as a Commissioner for Oaths is true; and**
- 2. I know it is an offence to make a statutory declaration knowing it is false in any material particular.**

And I make this solemn declaration by virtue of *Oaths, Affirmations and Statutory*

Declarations Act 1962, conscientiously believing the statements contained therein to be true in every particular.

Declared at _____ the _____ day of _____ 20 _____

Signature of Applicant _____

Witness by _____

(Signature of person before whom the declaration is made, i.e., the witness)

Name (print) of witness: _____

Address and telephone number of witness –

(a) Address _____

(b) Telephone No. _____ Email: _____

NOTE: This written statutory declaration must comply with Part 3 of the *Oaths, Affirmations and Statutory Declarations Act 1962*.

NOTE: Making a declaration knowing it is false in a material particular is an offence for which you may be fined or imprisoned.

Privacy Notice

The Department of Justice and Attorney General complies with related laws to privacy in Papua New Guinea. All information provided will be kept confidential except for those that will be uploaded on the Department's website.