

4. WHAT IS REQUIRED OF A COMMISSIONER FOR OATHS

If appointed as a Commissioner for Oaths, the person must:

- Make self available to people who need your service;
- do not charge fees or accept payments for commissioning documents;
- contact the Director, Legal Policy & Governance Branch of the Department of Justice & Attorney General if you change your address or job.

Failure to do so may result in termination of your appointment.

5. RENEWAL OF APPOINTMENT

The same requirements apply for renewal of appointment as a Commissioner for Oaths.

Application for renewal of appointment should be sent within 2 months of your appointment expiring for convenience purposes.

6. CONTACT US

If you have any queries, contact:

The Director,
Legal Policy & Governance Branch
Department of Justice & Attorney General
P. O. Box 591
Waigani,
National Capital District

Telephone: (675) 301 2956/301 2964

Facsimile: (675) 325 6304

Email: lpg.admin@justice.gov.pg



INDEPENDENT STATE OF PAPUA NEW GUINEA
Department of Justice & Attorney General

HOW TO BECOME A COMMISSIONER FOR OATHS IN PAPUA NEW GUINEA



I certify this to be a genuine copy of the original document

Date:.....

Time:.....

Signature:.....

Name:.....

ADDRESS

The Director
Legal Policy & Governance Branch
Department of Justice & the Attorney General
P. O. Box 591
WAIGANI
National Capital District
Papua New Guinea

Phone: +675 301 2956 / 301 2964

Fax: +675 325 6304

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Authorized by the Secretary of the Department of Justice & the Attorney General

HOW TO BECOME A COMMISSIONER FOR OATHS

Being a Commissioner for Oaths is an honorary position in the community. One is seen as a person of stature and required to carry self at such a standard. The person will not be paid for commissioning documents and is not to charge fees for services rendered.

1. BEFORE APPLICATION

Before a person applies to become a Commissioner for Oaths in PNG, the person must be:

a) a citizen of PNG or a non-citizen holding a valid Work Permit and current Passport;

b) mature (i.e. must not be under 30 years of age);

c) able to demonstrate the need for a Commissioner for Oaths where one lives or in employment (i.e., person must provide valid reasons for applying for appointment);

d) of a good reputation and character;

e) able to demonstrate understanding of the nature of the role of a Commissioner for Oaths;

f) no criminal records and

g) must have K1,000.00 fee for the application.

The appointment is for a period of three (3) years only and is effective until such time the applicant no longer holds the title to which he was appointed, or when he leaves the employ of his company, whichever occurs first.

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2. APPLICATION REQUIREMENTS

Submit all of the following:

- **duly completed** application form for Appointment as a Commissioner for Oaths (Form 12);

- 2 recent character references from **2 different referees** from 2 different organizations who have known the applicant for more than 12 months and have some standing in the community (like a pastor or a lawyer);

- original PNG National Police Clearance Certificate obtained within the last 6 months;

- a letter of support from applicant's employer or community organization outlining the need for a Commissioner for Oaths;

- 2 recent coloured-passport sized photos;

- proof of identification such as employment ID, driver license, passport, NID or birth certificate. **Non-citizens must** also provide copies of valid Work Permit and current Passport Bio Data page; and

- original receipt of payment of application fee of K1,000.00 to the Department of Finance.

Note that the Minister may require other particulars as and when required.

3. HOW TO APPLY

Step (i): Send completed Application Form with relevant documents stated above to:

The Director,
Legal Policy & Governance Branch
Department of Justice & Attorney
General

P. O. Box 591,
Waigani, N.C.D.

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be accepted.

Application will be processed within a month or

less provided all requirements are met.

Step (ii):

The applicant is notified if an

interview for fit and proper person is

required. The Attorney General

issues **certificate of fit and proper**

person in Form 13 to those who

meet the requirements.

Step (iii):

If the application is successful, the

applicant is notified of his

Instrument of Appointment by the

Minister for Justice. The applicant

picks up the signed Instrument from

the Legal Policy & Governance

Branch of the Department of Justice

& Attorney General and arranges for

publication in the National Gazette at

the Government Printing Office (GPO).

Note that GPO charges fees for

publication of gazettal notices.

NOTE: You are a Commissioner for Oaths only when the Instrument of Appointment is gazetted.

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