



Commonwealth of Australia  
STATUTORY DECLARATION  
*Statutory Declarations Act 1959*

1 Insert the name,  
address and  
occupation of  
person making  
the declaration

I,<sup>1</sup>

make the following declaration under section 9 of the *Statutory Declarations Act 1959*:

2 Set out matter  
declared to in  
numbered  
paragraphs

1. I acknowledge that I understand I must obtain and maintain an Onboarding Check prior to being employed by the Department of Home Affairs (the Department), or otherwise provided with non-public access to the Department's assets.
2. I have read the Privacy Notice and I acknowledge that I understand that my personal information will be collected, used and disclosed by the methods and for the purposes as indicated.
3. I have read the Consequences for Providing False and/or Misleading Information section of the Privacy Notice and I acknowledge that I understand that giving false or misleading information to the Department is a serious offence.
4. I have read the Consequences for Providing False and/or Misleading Information section of the Privacy Notice and acknowledge that I understand if I give false or misleading information to the Department I may be subject to adverse administrative action.
5. I have read the General Consent Form and understand that information provided by me for the purposes of the Onboarding Check will be forwarded to the Australian Criminal Intelligence Commission (ACIC), other Australian police agencies and other third parties for the purposes of checking this information.
6. By signing the General Consent Form, I am consenting to ACIC and other police agencies accessing their records in relation to me to obtain and disclose police history information that relates to me to the Department. I also consent to other third parties to whom the Department discloses my personal information for the purposes of the Onboarding Check to disclose my personal information to the Department.
7. I acknowledge that I understand that if I receive an adverse Onboarding Check, I will not be eligible to be employed by the Department or otherwise provided with non-public access to the Department's assets.
8. I certify that, to the best of my knowledge, all information I have provided and that I may provide in the future to support my Onboarding Check is true, accurate and complete.
9. I acknowledge that I understand that the Australian Government's Protective Security Policy Framework requires me to provide an assurance to the Department that I will comply with the Australian Government's policies, standards, protocols and guidelines that safeguard the Australian Government's people, information and assets from harm.
10. I agree to comply with all relevant departmental and Australian Government Protective Security policies and procedures, as amended from time to time.

I believe that the statements in this declaration are true in every particular, and I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, the punishment for which is imprisonment for a term of 4 years.

3 Signature of  
person making  
the declaration

3

4 Email address or  
telephone  
number of person

4

*making the  
declaration*

*5 Place*

*6 Day*

*7 Month and year*

Declared at <sup>5</sup>

on <sup>6</sup>

of <sup>7</sup>

Observed by me,

*8 Signature of  
person observing  
the declaration  
being made*

8

*9 Full name,  
qualification and  
address of person  
observing the  
declaration being  
made*

9

*10 Email address  
and/or telephone  
number of person  
observing the  
declaration being  
made*

10

**A statutory declaration under section 9 of the *Statutory Declarations Act 1959* may be made before—**

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Architect	Chiropractor	Dentist
Financial adviser	Financial Planner	Legal practitioner
Medical practitioner	Midwife	Migration agent registered under Division 3 of Part 3 of the <i>Migration Act 1958</i>
Nurse	Occupational therapist	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a state or territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Accountant who is:

- a) a fellow of the National Tax Accountants' Association; or
- b) a member of any of the following:
  - i. Chartered Accountants Australia and New Zealand;
  - ii. the Association of Taxation and Management Accountants;
  - iii. CPA Australia;
  - iv. the Institute of Public Accountants

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item in this list

Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified in another item in this list

Employee of the Australian Trade and Investment Commission who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
- (c) exercising the employee's function at that place

Employee of the Commonwealth who is:

- (a) at a place outside Australia; and
- (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
- (c) exercising the employee's function at that place

Engineer who is:

- a) a member of Engineers Australia, other than at the grade of student; or
- b) a Registered Professional Engineer of Professionals Australia; or
- c) registered as an engineer under a law of the Commonwealth, a state or territory; or
- d) registered on the National Engineering Register by Engineers Australia

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of the Australian Defence Force who is:

- a) an officer
- b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service
- c) a warrant officer within the meaning of that Act

Member of the Australasian Institute of Mining and Metallurgy

Member of the Governance Institute of Australia Ltd

Member of:

- a) the Parliament of the Commonwealth
- b) the Parliament of a state
- c) a territory legislature
- d) a local government authority

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public, including a notary public (however described) exercising functions at a place outside

- a) the Commonwealth
- b) the external territories of the Commonwealth

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office providing postal services to the public

Permanent employee of

- a) a state or territory or a state or territory authority
- b) a local government authority

with 5 or more years of continuous service, other than such an employee who is specified in another item of this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior executive employee of a Commonwealth authority

Senior executive employee of a State or Territory

SES employee of the Commonwealth

Sheriff

Sheriff's officer

Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution