

**Statutory Declaration:**

A statutory declaration is required for all applicants. This is where you declare that all the documents/information you have provided are true and correct.

**Process for completing statutory declaration for applicants:**

1. Fill in the text boxes copy of the Statutory Declaration
2. Print out a copy of the Statutory Declaration but do not sign it
3. Your signature must be witnessed by a solicitor
4. Witnessing can be done electronically (see our website for a list of lawyers who have agreed to do this)
5. Email or call a lawyer on the list below to arrange a time (or your own if you know someone who can do it)
   1. Christine Liang, [christine@ricespeir.co.nz](mailto:christine@ricespeir.co.nz)
   2. Duncan McGill, [duncan.mcgill@duncancotterill.com](mailto:duncan.mcgill@duncancotterill.com)
   3. Sophie Clark, [Sophie.Clark@ot.govt.nz](mailto:Sophie.Clark@ot.govt.nz)
6. Follow the instructions from the lawyer
7. The lawyer will then complete the certificate attached
8. Sendthe completed Statutory Declaration and certificate to us

**To complete this electronically you must have the following:**

1. Video phone link such as Zoom or Skype
2. Photo identification – One primary and one secondary form of ID. (see our website for acceptable forms of ID <https://application.swrb.govt.nz/>)
3. The required documents for your application
4. Statutory declaration completed (but not signed, this must be witnessed by the lawyer)
5. Ability to print and send signed documents electronically such as scanning or good quality photo.

**Statutory Declaration**

**Application to the Social Workers Registration Board to be registered as a Social Worker**

I, Click or tap here to enter text., D.O.B Click or tap to enter a date.

of Click or tap here to enter text., Click or tap here to enter text.

(*Insert name, place of abode, occupation*)

Solemnly and sincerely declare that

The documents submitted in my application to the Social Workers Registration Board are true and correct copies of originals.

I confirm that I will be practising under the following name:

Click or tap here to enter text. and that I have used or been known by the following names (if applicable):

Click or tap here to enter text.

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:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_

**Before me:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*Name of official)* (for example, a Justice of the Peace, solicitor or another person authorised to take a statutory declaration)

**Signature of official witness:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Certificate Concerning Administration of Statutory Declaration**

**To be completed by barrister and solicitor**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, barrister and solicitor, of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify as follows:

1. I was asked by a person who identified themselves to me as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“the deponent”) to administer that person’s declaration as part of their application to be a registered social worker with the Social Workers Registration Board.
2. Because of the mandatory isolation requirements and restrictions on movement resulting from the government’s Covid-19 virus Alert Level 4, and the consequences of the Epidemic Preparedness (Covid-19) Notice 2020 issued by the Prime Minister on 25 March 2020, I was not present with the deponent when I was asked to administer that person’s declaration.
3. I attended to a form of attestation adopting the following procedure:

* + 1. The deponent and I met by audio-visual link on \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_. The audio-visual link system we used was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
    2. I asked the deponent to identify themselves to me by name and to hold up to the camera the photograph and personal identification documents. I observed the and satisfied myself that the person in the photograph was the person meeting with me by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
    3. I asked the deponent to show to the camera the declaration to be attested including the declaration itself. I observed the document to be the unsigned statutory declaration.
    4. I witnessed the deponent place the document down on a desk in view of the camera and observed the deponent signing the jurat page and initialling each preceding page. The deponent held each page of the signed or initialled document up to the camera. I then asked the deponent to scan the document and send it to me.
    5. I received a document and was satisfied that this was the same document that I had witnessed the deponent sign, as far as it was possible for me to do so by following these procedures. I attested a copy of the scanned document and then sent it back to the deponent.

1. I am unaware of any circumstances to show either that:
   * 1. The deponent was not the person identified to me; or
     2. The signature on the document was not the deponent’s signature.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Barrister and Solicitor

Dated: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_.