

# STOP!!

**You won't get your white card if you don't fully complete these three documents**

**Tick the box when you complete each form**

**DOCUMENT 1: Statement of attainment (certificate)**

- Print a copy of your certificate when you complete the online course

**DOCUMENT 2: Statutory declaration form (see below)**

- Complete all **THREE** sections of the statutory declaration form
  1. YOUR details in the top section
  2. A Justice Of The Peace / Commissioner For Declarations / Legal Practitioner / Other Authorised Person to witness your signature in the middle section
  3. Your OBSERVER'S details in the bottom section

**DOCUMENT 3: Photographic Identification (photo ID)**

- Photocopy your ID (driver's licence or passport)
  - **Make sure we can see your face clearly!**
- Have an AUTHORISED PERSON view the original and sign the photocopy to certify it is true and correct

**When you have ticked all the boxes, send the THREE completed documents to:**

Email: [support@urbanelearning.com](mailto:support@urbanelearning.com)

Postal: Urban E-Learning Pty Ltd, PO Box 13108, George St, Brisbane, QLD. 4003

# Statutory Declaration

Queensland Oaths Act 1867 AND  
Commonwealth Statutory Declarations Act 1959



## APPLICANT

QUEENSLAND AUSTRALIA TO WIT,

I \_\_\_\_\_ (Name) of \_\_\_\_\_  
\_\_\_\_\_ In the state of \_\_\_\_\_ (Residential Address)  
\_\_\_\_\_ (Postal Address, if  
different from above)

Make the following declaration under the *Statutory Declaration Act 1959 (Commonwealth)* and do solemnly and sincerely declare that in accordance with Part 4 of the Oaths Act 186 (Qld) that:

- 1) I have identified myself truthfully for the course undertaken
- 2) The work submitted during the course was my own work
- 3) I have received no assistance from anyone else (other than the trainer of the course) in the completion of an assessment
- 4) The time date and place of the assessment and the number of hours taken by me to complete the course and assessment is:

Statement number \_\_\_\_\_ (Unique ID from certificate)

Time taken \_\_\_\_\_ (Total time from results page)

Date completed \_\_\_\_\_ (From certificate)

Location \_\_\_\_\_ (Town and State)

And I make this declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1867 Qld.

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 Declaration Act 1959 (Commonwealth)* and I believe that the statements in this declaration are true in every particular.

Applicant signature (sign in front of Authorised Person)  
**YOU MUST KEEP YOUR SIGNATURE INSIDE THE BOX**

## JUSTICE OF THE PEACE / COMMISSIONER FOR DECLARATIONS / LEGAL PRACTITIONER / OTHER AUTHORISED PERSON

Taken and declared before me at \_\_\_\_\_ this \_\_\_\_\_ day, of the month of \_\_\_\_\_ 20 \_\_\_\_\_

(Name)

(Address)

(Qualification)

(Stamp)

(Signature)

## OBSERVER

I, \_\_\_\_\_ (Name) of \_\_\_\_\_  
\_\_\_\_\_ In the state of \_\_\_\_\_ (Residential Address)

Contact Number \_\_\_\_\_

- Do solemnly and sincerely declare that I am over the age of 18 years and that:
- I as the declarant, observed the course participant undertaking the course assessment;
- That the course participant is one and the same person as the person who undertook the course assessment on the said time, date and place of the assessment;
- The mode of course assessment undertaken was online;
- The residential address and telephone numbers (if any) of the declarant are correct;
- I, as the declarant know that it is an offence to make the declaration should it be false in any material particular.

And I make this declaration conscientiously believing the same to be true.

Signature of declarant/deponent (the observer)

Date

Note 1: A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years – see section 11 of the *Statutory Declaration Act 1959*.

Note 2: Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declaration Act 1959* – see section 5A of the *Statutory Declaration Act 1959*.