

Commissioner for Oaths for the Northern Territory

General Information

Position title:	Commissioner for Oaths
Appointment Status:	Volunteer – administrative work-based appointment

Position Contact:	Name: Statutory Appointments Officer Email: AGD.sao@nt.gov.au Phone: 08 8999 1809
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ROLE PURPOSE

The role of a Commissioner for Oaths

- Provide accessible service to all members of the community.
- Witnessing a document on Oath.
- Witnessing a range of legal documents, including statutory declarations, affidavits, and certify true copies of documents.

The Attorney-General appoints suitable applicants as Commissioners for Oaths who can demonstrate a substantial and continuing need for such an appointment.

Commissioners for Oaths are appointed pursuant to the Northern Territory *Oaths, Affidavits and Declarations Act* and are generally for terms of 2 or 5 years.

A Commissioner for Oaths is required to be an Australian Citizen and registered on the Northern Territory Electoral Roll.

Appointment as a Commissioner for Oaths will **not** be made for the purpose only of witnessing a Northern Territory Statutory Declaration or Commonwealth Statutory Declaration. Such documents may be witnessed in the Territory by any person who has attained the age of 18 years.

Commissioners are issued with a Certificate of Appointment which records the term of appointment and a Commissioner's Handbook, which contains notes for the guidance of appointees on their powers, duties and responsibilities.

KEY ACCOUNTABILITIES

- Certify copies of documents such as birth certificates and passports
- Certify a person's identity
- Witness affidavits
- Administer an oath

KEY ELIGIBILITY REQUIREMENTS

- Demonstrate need for a Commissioner for Oaths in their place of employment or residence.
- Enrolled on the NT Electoral Roll at current address.
- Be of good character and be able to provide three referee reports.
- Have a criminal history check by NT Police.
- Consent to confidential inquiries being made about you.
- Consent to your name and contact details to be published on the internet.

IMPORTANT INFORMATION

Commissioners for Oaths should be active members of the community who show a strong commitment, enthusiasm and professionalism or assisting members of the community.

Commissioners for Oaths are required to:

- Adhere to the Commissioners for Oaths Code of Conduct.
- Be reasonably available and actively engaged in fulfilling their duties as a Commissioner for Oaths.
- Have a clear understanding of their role as a Commissioner for Oaths and be familiar with the handbook.

For more information, please visit the Attorney-General's Department website on:

[Introduction | NT.GOV.AU](#)

HOW TO APPLY

Applicants should complete and return the following documents:

- Application form for Appointment as a Commissioner for Oaths
- Original National Police Certificate
- Two-character references
- One letter of support from employer
- Proof of identification
- Signed statutory Declaration

Please see checklist below for more information.

All documents can be submitted via email: AGD.sao@nt.gov.au or posted to:

Statutory Appointments Officer
Attorney-General's Department
GPO Box 1946
Darwin NT 0801

CHECKLIST

1)	Application form for Appointment	• Complete application form. • Provide a detailed reason for requesting the appointment. • Mention if there are other Commissioners for Oaths at your current workplace. • Sign the statutory declaration	☐
2)	Original National Police Certificate	• Complete the criminal history check application form (a pre-filled form is available on How to become a Commissioner for Oaths NT.GOV.AU) • Lodge the form with 100 points of ID and payment of the volunteer fee to SafeNT. • Ensure the reason for the Police Clearance is specified as “the purpose of Commissioner for Oaths” (Section C – Purpose of Check). • Complete above prior to submitting your Application for Appointment to Statutory Appointments Officer.	☐
3)	Two-character references	• Character references must be from individuals who have known the applicant for at least 12 months. • The references must come from individuals in a responsible position or those who have standing in the community. • The reference must explain why the applicant is deemed suitable for appointment as a Commissioner for Oaths. • The reference cannot come from individuals who are related to the applicant.	☐
4)	Letter of Support	• If the appointment is required for employment duties or purposes, the reference must be from the applicant’s employer and outline the reason/s for requiring the appointment. • If the appointment is required for community involvement, the reference must be from the relevant community organization.	☐
5)	Proof of Identification	It can be any of the following: • Driver’s licence (both sides, in colour and signed) • Passport • Birth Certificate • All copied of Photo ID to be certified	☐