

Information sheet

Physical signing and witnessing

March 2026

How can this form be signed?

This form needs to be printed, and the person making the claim* must sign the printed form in the presence of an *eligible witness*.

Preparing to meet

Before you meet with the witness, you should:

- print your completed form
- but do not complete or sign the signature block yet. Your witness must see you signing the form so only sign it when you are with them.

When you meet

When you meet with your witness:

- bring your proof of identity – they will need to verify who you are
- answer their questions – they need to ensure you understand the nature and contents of the document and that you are making it freely and voluntarily.

Declaring a statutory declaration

You will need to declare that the contents of your statutory declaration are either:

- true
- true to the best of your knowledge if stated on the basis of information and belief.

Making the declaration

The witness might ask you:

'Do you solemnly and sincerely declare that the contents of this declaration are true and correct to the best of your knowledge and belief?'

Then you might respond with:

'I solemnly and sincerely declare that the contents of this declaration are true and correct to the best of my knowledge and belief.'

Or:

'I do so declare.'



After your declaration

After you make the declaration, you will need to sign the statutory declaration form. You must sign it in the presence of your witness.

Signing a statutory declaration

When signing, you should:

- tick the check box at the bottom of every page if applicable (e.g. for the Notice of Accident Claim Form)
- initial all changes and erasures.

You cannot make changes to the statutory declaration after you sign it.

Signing on paper

You and your witness must sign:

- the same original paper document;
- on the same day; and
- in each other's presence.

It is recommended you sign using a pen with blue or black ink.

Who can be an eligible witness?

A person who is an eligible witness must observe the person making the claim* sign the printed form in their physical presence. A person is an eligible witness if they are:

- a justice of the peace (JP);
- a commissioner for declarations (Cdec);
- a notary public;
- a lawyer;
- a conveyancer, or another person authorised to administer an oath, under the law of the State, the Commonwealth or another State, or
- a person that is prescribed by regulation (currently senior police officers who are a JP or Cdec).

* The person making the claim includes the injured person or a person who is making the claim on behalf of an injured person who is under a legal incapacity.

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