Use this form to apply for a licence renewal under the Education (Hostels) Regulations 2005.

The application must be completed by the hostel owner, or by someone on their behalf who is involved in the management of the hostel. The final page of the form is a Statutory Declaration which **must be completed and signed by the owner.** A false declaration could lead to imprisonmentunder the [Crimes Act 1961](https://legislation.govt.nz/act/public/1961/0043/latest/DLM328799.html#:~:text=Every%20one%20is%20liable%20to,as%20such%20notary%2C%20makes%20a)**.**

This application must be submitted to the Hostel Licensing Authority **at least 20 working days before** the existing licence expires. Hostel licences must be renewed every 3 years.

The fee for the licence renewal application is $630 inclusive of GST (see section 11 for details). This fee, payable to the Authority, is to consider your application. The fee is non-refundable.

**Email** the completed form and supporting documents tohostel.licensing@education.govt.nz

For information about running a hostel, visit our website: [www.education.govt.nz](http://www.education.govt.nz)

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| 1. **HOSTEL PROVIDER DETAILS**
 |
| Name of hostel and hostel number  |  |
| Full name of licensee (hostel owner/s) |  |
| **Telephone(s)** |  |
| **Email**  |  |
| **Physical street address(es) – Main hostel building** |  |
| **Postal address** |  |
| **Name of contact person** |  |
| **Position/role** |  |
| **Telephone(s)** |  |
| **Email** |  |
| **Type of ownership** | [ ]  School board[ ]  Trust board[ ]  Individual person | [ ]  Incorporated society[ ]  Company[ ]  Unincorporated body |

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| **OWNER DETAILS (Partners/Directors/Management Names** |
| **NAME** | **RELATIONSHIP (e.g. Director, Trustee)** |
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| 1. **GENERAL NATURE OF THE OPERATION OF YOUR HOSTEL**
 |
| **Maximum number of boarders** |   |
| **Current number of boarders**  |  |
| **Age range of boarders** (year levels) |   |
| **Sex of boarders (and ratio of boys / girls if mixed)** |   |
| **Number of international boarders** |  |
| **Days of operation**  |  |
| **Any special needs of boarders and how these are catered for** |  |
| **Names of boarding houses** |   |
| **Name and roles of current hostel staff** (e.g. Jane Doe – Hostel Manager) |  |
| **Any further details about operation of the hostel to note**  |   |
| **Have you attached scale copies of your site plan and floor plan** *(Regulation 10)* **clearly showing the number and location of beds?** *(Must be included in renewal)* | [ ]  YES | [ ]  NO |
| Have there been any changes to your site/floor plan? **If yes,** provide comment |  |

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| 1. **SUMMARY OF CHANGE APPLIED FOR**

Circle yes or no to the below questions.  |
| Please provide a description of the changes you are making this application for. |  |
| **Has the body corporate changed?** i.e. new director/s or persons concerned in the management of the body corporate. | [ ]  YES | [ ]  NO |
| **If yes**, new director/s or persons concerns in the management of the body corporate will need to complete a fit and proper declaration. See note 1 and appendix 1. |

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| 1. **MINIMUM STANDARDS FOR HOSTEL PREMISES AND FACILITIES**
 |
| Please provide a brief explanation of the provision of the following at the hostel, including any changes:  |
| Necessary spaces, facilities, and equipment as described in [**Regulation 44**](https://www.legislation.govt.nz/regulation/public/2005/0332/latest/link.aspx?id=DLM362420)**.**  |  |
| Lighting heating and ventilation as described in [**Regulation 45**](https://www.legislation.govt.nz/regulation/public/2005/0332/latest/link.aspx?id=DLM362421) |  |
| Laundering of sheets, towels etc. as described in [**Regulation 46**](https://www.legislation.govt.nz/regulation/public/2005/0332/latest/link.aspx?id=DLM362422) |  |
| Safety and hygiene of premises as described in [**Regulation 50**](https://www.legislation.govt.nz/regulation/public/2005/0332/latest/link.aspx?id=DLM362426) |  |
| Premises to be kept free of hazards as described in [**Regulation 51**](https://www.legislation.govt.nz/regulation/public/2005/0332/latest/link.aspx?id=DLM362427) |  |

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| 1. **EMERGENCIES AND FIRST AID**
 |
| Please explain the provisions you have for boarders in an emergency in accordance with [**Regulation 48.**](https://www.legislation.govt.nz/regulation/public/2005/0332/latest/link.aspx?id=DLM362424)Please attach copies of your emergency, evacuation, and temporary accommodation plan  |  |
| Date of your last evacuation drill: |  |
| [**Regulation 52**](https://www.legislation.govt.nz/regulation/public/2005/0332/latest/link.aspx?id=DLM362428)[First Aid](https://www.legislation.govt.nz/regulation/public/2005/0332/latest/whole.html#DLM362428) Names of qualified first aiders: |  |
| Briefly describe the procedure for ensuring that there is always a qualified first aider near boarders  |  |

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| 1. [**Regulation 54**](https://www.legislation.govt.nz/regulation/public/2005/0332/latest/link.aspx?id=DLM362431) **(1): Oversight of management and hostel practice**
 |
| **As the hostel owner**, you need to ensure that your hostel is managed in accordance with your written policies and procedures. Please attach evidence of how you maintain oversight of the hostel, to ensure that it is run in accordance with the policies and procedures in place. Examples may include: * Description of how the management of the hostel reports back to the hostel owners
* Meeting notes (anonymised for privacy)
* Feedback from staff on policies in practice
* Feedback from boarders and whanau on their experience with the hostel
 |
| **LIST THE EXAMPLES YOU HAVE ATTACHED**  |

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| 1. [**Regulation 54**](https://www.legislation.govt.nz/regulation/public/2005/0332/latest/link.aspx?id=DLM362431) **(2): Policies and Operating Procedures**
 |
| You need to ensure that your policies and procedures support boarders to experience a safe and positive environment. Please briefly describe how specific hostel policies and procedures give effect to the Regulations and ensure that boarders…  |
| Requirement | Policy/procedure Name | How it gives effect to the requirement |
| are supported in a positive learning environment. |  |  |
| are given the opportunity to develop positively within reasonable boundaries. |  |  |
| feel secure and valued. |  |  |
| have ready access to people they can trust and confide in and are supported in raising problems and issues that are of concern to them. |  |  |
| have ready access to, and a degree of choice about, health and other personal services they may require. |  |  |

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| 1. **8a**[**. Regulation 57**](https://www.legislation.govt.nz/regulation/public/2005/0332/latest/link.aspx?id=DLM362434)**: Evidence of self-review (Processes)**
 |
| You need to review the hostel’s policies and procedures at least once every three years and take all practicable steps to consult the boarders and their whānau as part of the review. Attach evidence of the processes that you use to review your policies. Evidence may include (dated): * - meeting notes
* - questionnaires/surveys.

*(Ensure that these do not include any personal information or identifiers to ensure you are meeting your obligations under the Privacy Act 2020.)* |
| Please describe any other processes used to gather feedback from boarders and whānau on; * the operation of the hostel,
* the experience of boarders,
* the provision of a safe physical and emotional environment that supports learning.
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| **8b**[**. Regulation 57**](https://www.legislation.govt.nz/regulation/public/2005/0332/latest/link.aspx?id=DLM362434)**: Evidence of self-review (Policies/Procedures)** |
| The policies/procedures listed below are prescribed by the regulations. You must ensure that each of these policies meets the specifications in the Education (Hostels) Regulations 2005. * Add the names of your policies/procedures, and outline any changes made to these policies as a result of your review.
* **Attach copies of these policies and procedures with your application**.

(Please provide soft copies of the policies/procedures (not scans of hard copies), or enter a URL to your documents available online) |
| **Regulation:** | **Name of attached policy/procedure** | **Outline of any changes made to policy/procedure resulting from review** |
| 55: [Relationships and protection from ill treatment](https://www.legislation.govt.nz/regulation/public/2005/0332/latest/link.aspx?id=DLM362432) |  |  |
| 56: [Leave of absence](https://www.legislation.govt.nz/regulation/public/2005/0332/latest/link.aspx?id=DLM362433)  |  |  |
| 58: [Abuse, harassment, or serious neglect of boarders](https://www.legislation.govt.nz/regulation/public/2005/0332/latest/link.aspx?id=DLM362435) |  |  |
| 67-70: [Complaints](https://www.legislation.govt.nz/regulation/public/2005/0332/latest/link.aspx?id=DLM362444)  |  |  |
| The following parts of the Education (Hostels) Regulations 2005 might be met by further policies/procedures or guidelines in your staff/boarder handbook. Again, please ensure you: * Add the names of your policies/procedures, and outline any changes made as a result of the review.
* Attach copies of these policies and procedures with your application.

(Please provide soft copies of the policies/procedures (not scans of hard copies), or enter a URL to your documents available online) |
| **Regulation:**  | **Name of attached policy/procedure****/guidance this is covered in** | **Outline of any changes made to policy/procedure resulting from review** |
| 59-60: [Records/record keeping](https://www.legislation.govt.nz/regulation/public/2005/0332/latest/link.aspx?id=DLM362436) |  |  |
| 62: [Supervision of boarders on excursions outside hostel](https://www.legislation.govt.nz/regulation/public/2005/0332/latest/link.aspx?id=DLM362439)  |  |  |
| 63: [Food and drink](https://www.legislation.govt.nz/regulation/public/2005/0332/latest/link.aspx?id=DLM362440)  |  |  |
| 64: [Infectious and other diseases](https://www.legislation.govt.nz/regulation/public/2005/0332/latest/link.aspx?id=DLM362441) |  |  |
| 65: [Protection or promotion of health](https://www.legislation.govt.nz/regulation/public/2005/0332/latest/link.aspx?id=DLM362442)  |  |  |
| 66: [Parents contact with, or access to, boarders.](https://www.legislation.govt.nz/regulation/public/2005/0332/latest/link.aspx?id=DLM362443)  |  |  |

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| 1. [Regulation](https://www.legislation.govt.nz/regulation/public/2005/0332/latest/whole.html#DLM362438) 61**: Supervision, Staffing and Security**
 |
| Please complete the following declaration regarding Regulation 61: [Supervision, staffing, security](https://www.legislation.govt.nz/regulation/public/2005/0332/latest/link.aspx?id=DLM362438)  |
| 61: [Supervision, staffing, security](https://www.legislation.govt.nz/regulation/public/2005/0332/latest/link.aspx?id=DLM362438)  | Please confirm by declaring **YES** that: | Optional comment:  |
| All permanent staff members are adults | [ ]  YES |  |
| All staff are free from relevant convictions and fit to be staff members as per 61(2)(c)  | [ ]  YES |  |
| All children’s workers are safety checked in accordance with the Children’s Act | [ ]  YES |  |
| All other staff or contractors have been subject to a suitability check including Police vetting  | [ ]  YES |  |
| All other individuals with regular access to the hostel or unsupervised access to boarders have been subject to a suitability check including Police vetting | [ ]  YES |  |
| Anyone else who visits the hostel occasionally is supervised by a staff member as per 61(d)(iii), 61(da)(ii) | [ ]  YES |  |
| Security measures are used to prevent unauthorised access to the hostel’s premises | [ ]  YES |  |
| The hostel owner or body corporate members who have regular access to the hostel or unsupervised contact with boarders have provided a Police vet to the Ministry of Education as licensing authority | [ ]  YES |  |
| The hostel is always staffed with a safe ratio of staff to boarders | [ ]  YES |  |

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| **Evidence to support** [Regulation](https://www.legislation.govt.nz/regulation/public/2005/0332/latest/whole.html#DLM362438) 61**: Supervision, Staffing and Security** |
| As demonstration of compliance with Regulation 61 please complete the list below for all hostel staff and those who have regular access to the hostel, as required by 61(2)(d)(ii). This information will not be used for any other purposes. |
|  | Name | Type of check completed | Date check completed | Who completed check | Next check due |
| All children’s workers are **safety checked** in accordance with the Children’s Act  |  |  |  |  |  |
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| All other staff or contractors have been subject to **a suitability check including Police vetting** |  |  |  |  |  |
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| All other individuals with regular access to the hostel or unsupervised access to boarders have been subject to a **suitability check including Police vetting**  |  |  |  |  |  |
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| The hostel owner or body corporate members who have regular access to the hostel or unsupervised contact with boarders has **provided a Police vet to the Ministry of Education** as licensing authority as per 61(2A). |  |  |  |  |  |
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| 1. **ERO report**
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| * Note any recommendations, next steps or suggested areas for further growth in the hostel’s most recent ERO report.
* Explain what improvements are in development or have been implemented in response to the report.
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| 1. **Fees**
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| A fee of $250 including GST is payable with application.Please make payment by direct credit to Ministry of Education 03-0049-0004125-028 citing ‘hostel change’ and [hostel name] in reference and particulars fields. Attach evidence that payment has been made.  |

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| 1. **Applicant statutory declaration – attach signed statutory declaration.**
 |
| * As per Regulation 14, this statutory declaration must be **made by the person completing the application form**, (e.g., member of the body corporate or hostel manager with delegated responsibilities), before a person authorised under section 9 of the Oaths and Declarations Act 1957.
* If the body corporate has changed (i.e., new director/s or persons concerns in the management of the body corporate), each individual must complete a fit and proper declaration (see appendix 1). This statutory declaration should be completed after the fit and proper declarations.
* If the applicant is a school board, completion of the fit and proper statements is not required.
* **Please note** that as per Section 111 of the Oaths and Declarations Act 1957, everyone is liable to imprisonment for a term not exceeding 3 years who, on any occasion on which he is required or permitted by law to make any statement or declaration before any officer or person authorised by law to take or receive it, or before any notary public to be certified by him as such notary, makes a statement or declaration that would amount to perjury if made on oath in a judicial proceeding.

For more information about the statutory declaration, see note 1. |
| **STATUTORY DECLARATION**To accompany applications for licenses to operate a school hostel.*(First Schedule, Oaths and Declarations Act 1957)*I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of(Full name) (Position/role)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand that:(Name of hostel)**I SOLEMNLY DECLARE THAT TO THE BEST OF MY KNOWLEDGE:*** I am the licensee of the hostel for which this application for renewal of a licence is being made ***or***
* I am authorised to make this application on behalf of the licensee **[*delete one]***.
* I have made all reasonable inquires and the information contained in this application is true and correct to the best of my knowledge and belief and is accompanied by all relevant information known to the licensee.

I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957. Signature of applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Declared at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this\_\_\_\_\_\_\_\_\_\_\_ day of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_\_\_. (town or city) (insert day) (insert month and year)Before\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Witness name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (witness’s signature)Capacity\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (e.g., Justice of the Peace, Solicitor, (Deputy) Registrar) |

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| 1. **Privacy statement**
 |
| The personal information collected from you in relation to this statutory declaration is required by the Ministry of Education as the designated authority for hostel licensing. Regulation 14 of the Education (Hostels) Regulations 2005 sets out the requirements for this information. This information will not be disclosed to any other person or agency unless it is authorised or required by law.If there is information requested on this form that you do not want to provide, discuss your concerns with an appropriate officer of the authority who can explain the consequences of not providing it.The information provided will be held by the authority. You have the right under the Privacy Act 2020 to request access to and correction of this information. |

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| **NOTE 1: Completing the statutory declaration** (fit and proper persons) |
| **Who can I get to sign my statutory declaration?*** [Section 9 of the Oaths and Declarations Act 1957](https://www.legislation.govt.nz/act/public/1957/0088/latest/whole.html#DLM314584) lists those who are authorised to take a statutory declaration.
* You will need to sign the statutory declaration in the presence of the person you have chosen.
* It is your responsibility to ensure that the person you select is authorised to witness your declaration.
* You should check that the person includes on the form, with their signature, their full name and the capacity under which they are signing the declaration, e.g., Justice of the Peace, barrister of the High Court.

**Who does the statutory declaration have to cover?*** When the owner body corporate is made up of a group of people, the statutory declaration needs to cover the officers of the organisation that has identified itself as the owner. In most cases, the deed of incorporation for the legal entity will determine this. The following table outlines the most common scenarios for owner bodies:

|  |  |
| --- | --- |
| **If the licensee is…** | **then the statutory declaration should cover …** |
| A school board  | n/a |
| an incorporated society | the office holders (such as Secretary, Treasurer and President) |
| a trust board | the board members |
| a company  | the company director(s) |
| an individual person (whether registered as a legal entity or not)  | only that person |
| an unincorporated body | the people that identify themselves as being part of the management body |

**How do I get the information I need from the people covered by the statutory declaration?*** As the person signing the statutory declaration, you must satisfy yourself that the information supplied is correct. How you collect this information from the other people covered by the statutory declaration is up to you and your organisation. There is a range of ways that this might be done, including:
	+ information gathered through your recruitment or election processes
	+ verbal assurances
	+ seeking police vets in relation to past convictions
	+ personal knowledge of the person
	+ written attestation
	+ individual statutory declarations from each person covered (so that the statutory declaration to the Authority becomes a composite of individual declarations to the applicant)

**How do I decide how to respond to the statements on the statutory declaration?*** You must circle one of the options at the beginning of each statement.
* If the owner is a group of people and an affirmative answer applies to one or more people, you must answer in the affirmative on the statutory declaration.
* Most of the statements are relatively straightforward – people will know whether or not they have any convictions, adjudications of bankruptcy etc.
* The main exception will be statement (b) regarding health conditions. It is important to be clear about the difference between (1) a mental/physical condition that might prevent people from managing their role in complying with the conditions of a licence or obligations under the regulations and (2) any other condition that would not have this kind of impact. Relevant factors to consider might include, for example, health problems that require frequent hospitalisation or sick leave, or that might render a person unconscious or quickly incapacitated. Frequency and severity of those conditions might also be relevant.

**What will the Authority do if I answer in the affirmative (i.e., ‘have’, ‘know of’, or ‘have had’ or ‘am aware of’) on the statutory declaration?** * If you answer in the affirmative for any statements, you must attach all relevant information in relation to the matter. Answering in the affirmative to any statement does not automatically exclude the owner from being deemed fit and proper to hold a licence. All decisions about whether or not to grant a licence are made on a case-by-case basis at the Authority’s discretion.
 |

**APPLICATION CHECKLIST**

Use this checklist to ensure all relevant material has been attached to this application.

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| **Information required** |
| [ ]  **Descriptive information** for **parts 1-5** |
| [ ]  **Evidence** of how you maintain oversight of the hostel for **part 6** |
| [ ]  **Description** of how specific hostel policies and procedures give effect to the Regulations for **part 7** |
| [ ]  **Evidence of the processes** that you use to review your policies for **part 8a** |
| [ ]  **Copies of policies and procedures** required for **part 8b** |
| [ ]  **Declaration** regarding Regulation 61 for **part 9** |
| [ ]  **Complete the list** for checks completed on hostel staff and those who have regular access to the hostel for **part 9** |
| [ ]  **Explanatory detail** following ERO review, if relevant, for **part 10** |
| [ ]  **Evidence of payment** for **part 11** |
| [ ]  **Electronic copy** (e.g., scan) ofsigned and verified statutory declaration for **part 12** |
| [ ]  **Fit and proper declarations** for each member of licensee body (if applicable) |

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| **Appendix 1 – Fit and proper declaration for members of the licensee body** |
| **FIT AND PROPER DECLARATION**To accompany applications for licenses to operate a school hostel.*(First Schedule, Oaths and Declarations Act 1957)*I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of(Full name) (Position/role) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand that:(Name of hostel)1. The following information is required for the purpose of enabling the Hostel Licensing Authority to determine whether members of the licensee body are suitable to be involved in the management of the owner.
2. This information is required pursuant to regulation 11(2)(c) of the Education (Hostels) Regulations 2005.
3. It is an offence under Section 111 of the Crimes Act 1961 to make a false declaration where that declaration would amount to perjury if made on oath in a judicial proceeding.

Where I have answered in the affirmative to any statement below, I have attached all the relevant details in relation to the matter. |
| To complete this declaration – you must CIRCLE one of the options at the beginning of each of the following statements.**I SOLEMNLY DECLARE THAT TO THE BEST OF MY KNOWLEDGE I:**

|  |  |  |
| --- | --- | --- |
| a | have / do not have | any previous convictions for any offence involving harm to children, violence, or fraud. |
| b | have / do not have | any history of health problems that may affect the owner’s ability to comply with—(i) any conditions of a licence that is issued; or(ii) any obligations under the regulations |
| c | have had / have not had | any adjudication of bankruptcy under the Insolvency Act 2006 |
| d | have had / have not had | a licence cancelled under the regulations |
| e | am aware of / am not aware of | any other matter the Authority considers relevant and in respect of which the Authority requires a declaration |

I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957. Signature of applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Declared at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this\_\_\_\_\_\_\_\_\_\_\_ day of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_\_\_. (town or city) (insert day) (insert month and year)Before\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Witness name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (witness’s signature)Capacity\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (e.g. Justice of the Peace, Solicitor, (Deputy) Registrar) |