



Guidelines for Appointment as Commissioner for Oaths in Papua New Guinea

*Read the following guidelines carefully before applying for appointment as a Commissioner for Oaths**

Being a Commissioner for Oaths is an honorary position in the community. One is seen as a person of stature and required to carry self at such a standard. The person will not be paid for commissioning documents and is not to charge fees for services rendered.

1. Appointment

The Minister for Justice appoints suitable applicants as Commissioners for Oaths who demonstrate, amongst other things:

- (a) that there is a need for a Commissioner for Oaths in their place of employment or residence (i.e., must provide valid reasons for applying for appointment);
- (b) that they are suitable for appointment (i.e., that they are a person of good reputation and character);
- (c) an understanding of the role (i.e., that the role of Commissioner for Oaths is not **only that of simply signing documents for work** purposes);
- (d) that they are a PNG citizen or non-PNG citizen holding valid Work Permit and current Passport;
- (e) that they are mature (i.e., that they are 30 or above years of age);
- (f) that they have no criminal history;
- (g) that they are Fit and Proper Persons (Secretary for Justice issues 'certificate of fit and proper person' after successful interview with the applicant) and
- (h) that they paid the Application fee of K1, 000.00 to the Finance Department or any Treasury Office.

Appointments are made per the *Oaths, Affirmations and Statutory Declarations Act 1962*, as amended and is for a term of 3 years. Appointment is effective until such time the appointee no longer holds the title to which he was appointed, or when he leaves the employ of his company, whichever occurs first.

A Commissioner for Oath is issued with an **Instrument of Appointment** which contains the terms of appointment.

2. Application fee

A non-refundable application fee of One Thousand Kina (K1, 000.00) per *section 12B (3)* of the *Oaths, Affirmations and Statutory Declarations (Amendment) Act 2005* must be paid to:

The Department of Finance
Vulupindi Haus,
P. O. Box 710
Waigani,
National Capital District

or to your nearest Treasury Office.

Payments are to be deposited into the Consolidated Revenue Fund under Attorney General Revenue Sundry receipts vote (125.99) at Finance Department and the original receipt must be attached to the application.

Cash or any personal cheques are not acceptable.

3. Application Requirements

Use this checklist to ensure you have all the required documents in your application.
(see page 5)

4. How to Apply for Appointment

Step (i): Interested applicants should complete and return the **Application Form, Statutory Declarations** and relevant **supporting documents** referred to in the checklist to:

The Director,
Legal Policy & Governance Branch
Department of Justice & Attorney General
Level 8, WNB Haus, Independence Drive, Waigani
PO Box 591
Waigani
National Capital District

Telephone: (675) 301 2965 / 301 2973
Facsimile: (675) 325 6304
Email: lpg.admin@justice.gov.pg

The **Statutory Declaration**, which forms part of the application form, must be witnessed by a practicing Commissioner for Oaths.

Applications can be posted or hand-delivered. **Applications sent via email or facsimile will NOT be accepted.**

Your application will be processed within a month or less provided all requirements are met.

Step (ii): The applicant is notified if an interview for **fit and proper person** is required. The Secretary for Justice issues a **certificate of fit and proper person** in **Form 13** to those who meet the requirements.

Step (iii): If your application is considered successful, the applicant is notified of his **Instrument of Appointment by the Minister for Justice**. The applicant picks up the signed Instrument from the Legal Policy & Governance Branch of the Department of Justice & Attorney General and arranges for **publication** in the **National Gazette** at the Government Printing Office.

Note that the Government Printing Office charges fees for publication of gazettal notices. You are a Commissioner for Oaths only when the Instrument of Appointment is gazette.

5. What is required of a Commissioner for Oaths

If appointed as a Commissioner for Oaths, the person must:

- (i) make self available to people who need your services;
- (ii) **do not** charge fees or accept payments for commissioning documents; and
- (iii) notify the Director, Legal Policy & Governance Branch of the Department of Justice & Attorney General immediately if you change your address or job.

Failure to do so may result in termination of your appointment.

6. Renewal of Appointment

The same requirements apply for renewal of appointment as a Commissioner for Oaths. Application for renewal of appointment should be sent within 2 months of your appointment expiring for convenience purposes.

7. Contact us

If you have any queries, contact:

The Director,
Legal Policy & Governance Branch
Department of Justice & Attorney General
Level 8, WNB Haus, Independence Drive, Waigani
PO Box 591
Waigani
National Capital District

Telephone: (675) 301 2965 / 301 2973

Facsimile: (675) 325 6304

Email: lpg.admin@justice.gov.pg

CHECKLIST

1. Application Form	Must be in Form 12	<input type="checkbox"/>
2. Two Recent Character References <i>(to assist in establishing suitability of appointment)</i>	Must be from 2 different referees from 2 different organizations who have known the applicant for at least 12 months and who are either the holders of a responsible position or have some standing in the community .	<input type="checkbox"/>
3. National Police Clearance Certificate <i>(to confirm criminal history and assist establishing suitability of appointment)</i>	Must be original and issued by the National Criminal Records & Intelligence Office of the Royal (PNG) Constabulary Police Headquarters within the last 6 months	<input type="checkbox"/>
4. A Recent Letter of Support <i>(to assist in establishing suitability of appointment)</i>	Must be from the applicant's employer if the appointment is required for employment duties/purposes and must outline the reason(s) for requiring the appointment ; or Must be from the relevant community organisation if the applicant requires the appointment for community involvement purposes	<input type="checkbox"/>
5. Proof of Identification <i>(to confirm true and authentic identity of appointee)</i>	Copy of both sides of Drivers Licence (with signature) or Passport or National Identification Card (NID) or Employment ID. Non-citizens must provide copy of their valid Work Permit & current Passport Bio Data page in addition to either of the above. 2 recent coloured passport-sized photos (with signatures on the back)	<input type="checkbox"/>
6. Birth Certificate <i>(to confirm date of birth and assist establish age suitability)</i>	Must be from the National Civil Registry Office Applicant must be mature, i.e., the applicant must be 30 years of age and above. Birth Certificate requirements is not applicable to non-citizens.	<input type="checkbox"/>
7. Medical Clearance Certificate <i>(to confirm that a person is free of contagious diseases, drug addiction, mental illness, or other health issues)</i>	Must be completed by a medical doctor or recognized health professional and include but not limited to a physical examination, heart health test, vision and hearing test, test of mental health condition and a health history questionnaire.	<input type="checkbox"/>
8. Proof of Application Fee Payment <i>(to assist confirm payment of application fee of K1, 000.00)</i>	Original Receipt for payment of application fee of K1, 000.00 into the Consolidated Revenue Fund under Attorney General Revenue Sundry Receipts Vote (125.99) at Finance Department, Vulupindi Haus , or any Treasury Office must be provided Cash or any personal cheques are NOT acceptable	<input type="checkbox"/>
9. Other particulars	Minister for Justice may prescribe or determine other particulars as and when appropriate	<input type="checkbox"/>