

Antippa Lawyers

since 1961

HOW TO SIGN AN AFFIDAVIT

Foreword:

1. An Affidavit is used to give written evidence to a court or Tribunal. The 'Deponent' is the person who is making the statement.

COMPILE THE AFFIDAVIT

1. Print all documents on good quality paper, single-sided. (The end product will be clearer with a better quality printer.)
2. Use a paper clip to hold all of the pages of the Affidavit body together.
3. Use separate paper clips to hold each exhibit cover sheet with the exhibit behind the exhibit cover sheet.
4. Find a Justice of the Peace or clerk at a court-house. (Note that a pharmacist is not authorised to witness an Affidavit.) A Justice of the Peace can be found by searching: <https://www.justice.vic.gov.au/justices>
5. Bring your driver's licence or other personal identification document with you. If you will be swearing on a Holy Book, bring the Holy Book with you.

6. Both you and the authorised witness must sign each page of the body of your Affidavit. The exhibit cover-sheets are to be signed but not the actual exhibits.

7. Check that all pages of the Affidavit body have been signed. Date the first and last page of the Affidavit body and date each exhibit cover-sheet. After the word 'at' on the signing clause, insert the suburb and State where the Affidavit was signed.

8. If you do not have a scanner, go to a shop, like Officeworks. Scan and e-mail to lawyers@antippa.com.au one scan of the Affidavit body and another scan of the entire Affidavit body with exhibits.

10. Post the original signed document to us.

FURTHER READING

Further information and a video can be viewed at: <https://www.justice.vic.gov.au/affidavits>

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