

Statutory Declaration Preparation Guide

A practical guide for preparing a clear statutory declaration.

Statement guide | Prepared by Okapi Migration Services

How to use this resource

Use this document as a preparation and discussion tool. Tick items that are available, mark items requiring action, and record questions for your migration professional. Not every item will apply to every matter.

Preparation checklist

☐	1. Confirm the correct declaration form or legal format	Status / notes
☐	2. State full identity and capacity to make the declaration	Status / notes
☐	3. Use numbered paragraphs	Status / notes
☐	4. Present facts chronologically	Status / notes
☐	5. Separate direct knowledge from information received	Status / notes
☐	6. Explain how you know the relevant facts	Status / notes
☐	7. Refer clearly to supporting documents	Status / notes
☐	8. Avoid exaggeration or speculation	Status / notes
☐	9. Check names, dates and consistency	Status / notes
☐	10. Sign before an authorised witness where required	Status / notes

Questions and issues to discuss

1.	
2.	

3.	
4.	
5.	

Important

This resource is general information only. It is not legal advice or personalised immigration assistance. Visa criteria, forms, fees, policy and procedures can change. Check the Department of Home Affairs and Administrative Review Tribunal websites where relevant, and obtain advice tailored to your circumstances before acting.