

COUNCILLORS' NEW SIGNING POWERS
INFORMATION ON THEIR USE
DECEMBER 2007

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Information
on
Signing Powers
for
Councillors
in
Scotland

December 2007

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Preface

This manual is intended to assist Councillors in the performance of their new signing duties. The manual draws heavily on the manual “Guidance Notes On Signing Duties For Justices of the Peace In Scotland” that was prepared by the District Courts Association in 2003.

From the 10th December 2007 Members of Local Authorities, Councillors, may undertake some of the signing duties undertaken by Justices of the Peace. This is a consequence of subsections 76(2), (3), (5) and (6) of the Criminal Proceedings etc. (Reform)(Scotland) Act 2007.

These signing functions are the same as those that could previously be performed by a JP who was on the Supplemental List, that is a “Signing Justice”, as defined in the Bail, Judicial Appointments, *etc.* (Scotland) Act 2000. The 2007 Act authorises Councillors to:

- **sign any document for the purpose of authenticating another person’s signature;**
- **take and authenticate by their signature any written declaration;**
- **give a signed certificate of facts within the Councillor’s knowledge;**
- **give a signed certificate of the Councillor’s opinion as to any matter.**

When a Councillor exercises their signing functions they must write “Member of a Local Authority” next to their signature for the document to be valid.

- **A Councillor may not administer the oath or affirmation.**
- **A Councillor may not take an Affidavit.**
- **A Councillor may not grant a Warrant.**

A Councillor may not charge a fee for exercising their signing functions.

Acknowledgement is due to Nicola Brown LIB, Sheila Campbell JP, Ron Handley LIB, Phyllis Hands LIB, Eilidh Murray JP, Andrew Lorrain Smith JP, and Alistair Young LIB, my fellow members of the committee of the District Courts Association that wrote the original JPs’ Signing Manual, upon which this work is based. I also owe my thanks to Sheriff F.R. Crowe, Director

of Judicial Studies, and Alistair Young, Clerk of Court in West Dunbarton District Court, for all their assistance in the preparation of this manual. Responsibility for any errors and omissions is entirely mine.

Ewan Hawthorn, LLB, JP
November 2007

Chapter 1

Introduction

The signing duties of Councillors consist of taking declarations, authenticating signatures and giving certificates. This information manual on Councillors' signing duties has been produced to assist Councillors in completing the many and varied forms which they may be asked to sign.

Chapter 1, this introductory chapter, describes the manual, outlines the extent of Councillors' signing powers and offers some general guidance on the approach to signing any document.

Chapter 2 deals with signing duties where the Councillor has personal knowledge of the individual making an application or of the contents of a document or of events that have happened. In this personal capacity the Councillor is making a statement of matters within their personal knowledge and is responsible for the accuracy of this statement.

Chapter 3 deals with taking *written* declarations, where the Councillor is confirming, by his signature, that the declaration has been made. The Councillor, however, is not required to exercise judgement, discretion or personal knowledge and the Councillor takes no responsibility for the accuracy of the contents of the document signed (declared) before them, but simply confirms that it was made in the correct way.

The appendices contain examples of the styles of some of the many and varied forms which a Councillor may be asked to sign. Appendix A contains examples of documents corresponding to Chapter 2. Appendix B contains examples of documents corresponding to Chapter 3. The styles to be found in appendices A and B are not prescriptive: in some cases there may be local variations or more recent versions. The appendices are arranged in the same order as the guidance notes and are cross referenced to the relevant sections.

It is important that Councillors take care when signing a document. A disputed document could end up as the basis of legal proceedings. The validity of a document signed by a Councillor may form the basis of a civil court action. Criminal proceedings may result if the person offering a document to a Councillor for authentication was trying to perpetrate some type of fraud.

1.1 Councillors' Signing Powers

1.1.1 Statutory Authority

The authority for Councillors to countersign documents is new. It is effective from 10 December 2007. It has been granted by the Criminal Proceedings *etc.* (Reform)(Scotland) Act 2007. The relevant provisions of the Act are section 76 and subsection 62(6). Section 76 states:

- 76 (1) ...
- (2) A member of a local authority, despite not being a JP, may exercise signing functions in the same manner as a JP.
- (3) Where a member of a local authority exercises a signing function, the document, declaration or certificate has effect-
- (a) as if that function were exercised by a JP,
 - (b) even where that document, declaration or certificate requires (or bears to require) to be signed, authenticated or given by a JP,
- if the words "member of a local authority" appear on it adjacent to the member's signature.
- (4) ...
- (5) A JP, stipendiary magistrate or member of a local authority may not charge a fee for exercising signing functions.
- (6) In this Part, "signing functions" are-
- (a) signing any document for the purpose of authenticating another person's signature,
 - (b) taking and authenticating by signature any written declaration,
 - (c) giving a signed certificate of-
 - (i) facts within the giver's knowledge, or
 - (ii) the giver's opinion as to any matter.

This section gives Councillors the power to sign certain documents that may be signed by a JP and defines the nature and extent of that power.

Subsection 62(6) states:

- 62 (6) A JP or stipendiary magistrate may exercise signing functions at any place in Scotland.

This subsection, read with subsection 76(2), defines where a Councillor may perform their signing functions.

1.1.2 Documents That A Councillor May Sign

The circumstances where a Councillor may sign a document are defined in subsection 76(6) of the Act (above).

- A Councillor may authenticate another person's signature. This is acting as a witness to the fact that the other person signed the document.
- A Councillor may take, and authenticate by their signature, a written declaration. Usually, this involves circumstances where a person has to make a Statutory Declaration in terms of the Statutory Declarations Act 1835.
- A Councillor may sign a document confirming something that the Councillor personally knows to be true. This includes certifying that the photographs to accompany a passport application are a true likeness of the applicant or that a document is a true copy of an original.
- A Councillor may sign a document expressing the Councillor's opinion. This includes certifying that, in the Councillor's personal opinion, the applicant is a fit and proper person to hold some office or to be granted a licence or certificate.

It may sometimes be difficult to work out if a document may be signed by a Councillor. Councillors' signing powers are new. Few, if any, documents will state explicitly that a Councillor may sign.

Generally, Councillors are likely to be asked to sign documents which say that a JP may sign. But **not all documents that a JP can sign may be signed by a Councillor**. This manual contains examples of types of document that Councillors may sign. It does not, however, contain an exhaustive list of such documents.

Councillors should exercise their judgement and discretion in deciding whether or not they are entitled to sign a particular document. If in doubt about whether they may sign a particular document, a Councillor should consult a their Council Solicitor or a legally qualified member of staff in the Legal Department of their Council. If a Councillor is unsure whether they may sign a particular document they should decline to do so until they have obtained proper advice.

Councillors may exercise their signing functions anywhere in Scotland. They do not have to be within the boundary of their local authority area when they exercise their signing functions.

Councillors may not accept payment for the discharge of their signing duties.

Foreign Documents

The office of Justice of the Peace exists in many overseas countries, particularly members of the Commonwealth. JPs are therefore internationally recognised and are often identified as a class

of person who can countersign documents overseas. For example, a document countersigned by a JP in New Zealand will usually be accepted in Scotland and a document countersigned by a Scottish JP will usually be accepted in New Zealand.

The new signing powers of Councillors have been created by Scottish legislation. This means that Councillors may sign appropriate British documents that say that a JP may sign. However, it is not clear what the position is in respect of documents from overseas countries. A document from an overseas country that says that JP may sign might not be regarded being valid in that overseas country if it is signed by a Councillor. A Councillor who is asked to sign such a document should check that it will be accepted in that overseas country.

1.1.3 Documents That A Councillor May NOT Sign

A document wrongly signed by a Councillor will be invalid. That could have substantial legal consequences.

There are two types of document which a JP can sign that a Councillor may not sign. Both of these require the applicant to be placed on oath. These are sworn statements and court orders. **Councillors may not administer an oath or affirmation.**

Sworn Statements

A sworn statement, sometimes called an affidavit, is a written record of oral testimony (something said on oath). An affidavit takes the form of a document that is signed by the person making the statement and countersigned by a JP or other person empowered to administer oaths. However, it is, formally, a record of spoken testimony. Therefore, **Councillors cannot sign affidavits** because Councillors are only empowered to take written declarations and may not administer oaths.

Sworn statements can usually be identified by the words used. If a document is described as an *affidavit* or *deposition* or if it contains any of the words, “oath”, “affirmation” “sworn”, “deponed” (which means stated on oath) or “compeared” (which means appeared or was represented in legal proceedings) then it is a sworn statement.

Court Orders

There are two types of court order that JPs are commonly asked to sign. These are warrants and Emergency Child Protection Orders.

A warrant is a court order. It can only be granted by a judge. JPs are judges in either the District Court or the Justice of the Peace Court. Councillors are not judges of these courts. Therefore, **Councillors may not sign warrants.**

Examples include warrants to search for stolen goods, warrants to search for drugs, warrants to enter premises to inspect or disconnect gas or electricity supplies, warrants to enter premises to stop statutory nuisances (*e.g.* water leaks) and warrants to enter premises to facilitate the treatment of persons who are mentally ill.

An Emergency Child Protection Order is a court order. Like a warrant, it can only be granted by a JP. **Councillors may not sign Emergency Child Protection Orders.**

1.2 Checklist for Any Document

1. Do I know what the document is and do I understand its purpose?
2. Am I entitled to sign this type of document?
3. Am I confident of the applicant's identity?
4. Is the applicant entitled to ask me to sign this type of document?
5. Do I know the applicant, and, if not, does it matter?
6. Am I simply acting as a witness to the applicant's signature?
7. Am I making a statement from my own knowledge?
8. Is the document fully completed, or are there gaps that must be scored through?
9. Are there any alterations that must be initialled?
10. Do I have enough information to sign?
11. Write "Member of a Local Authority" in full beside your signature.
12. Make a record.

1.2.1 Do I know what the document is, and do I understand its purpose?

Give some thought to this as it will help you to decide if you are being asked for information from your own store of knowledge - or merely being asked to formalise the giving of a statement by another. "**I** state that this information about this man is true" as opposed to "this man states, in my presence, that this information is true".

Remember, you are under no obligation to sign any document and you should not sign it if you feel uncomfortable about doing so.

1.2.2 Does it say on the form that a JP or Councillor may sign?

It usually will say somewhere, perhaps in notes which have been detached. Ask the applicant to bring the notes along with the form, or the letter from the solicitor or company which suggests signature in front of a Councillor or JP. Don't hesitate to contact your council Legal Department to make sure that you are entitled to sign.

1.2.3 Am I confident of the applicant's identity?

You may know the applicant personally, but often the applicant will be a stranger. You should make reasonable enquiries to confirm that the applicant is who they say they are. Identity fraud is common and official documents signed by a Councillor might be used to strengthen a false identity or to abuse the rights of someone who is being impersonated. If possible, ask the applicant for photographic proof of their identity, such as a passport or photocard driving licence. If they do not have such a document, other evidence of their identity should be asked for. Examples might include two or more of the following: a recent utility bill, a lease or mortgage statement, a recent bank statement, a benefit book or similar official document. Some applicants it may have difficulty producing proof of their identity, for example they may have no driving licence or passport and everything else may be in the name of their spouse. Decide what is reasonable in the circumstances. If you are not satisfied that the applicant is who they say they are then refuse to sign and if you think they are impersonating someone else consider notifying the police.

1.2.4 Is the applicant entitled to ask me to sign this type of document?

The form, or the accompanying notes, should say who is entitled to make the application. Legal advice on the competence of the application should only be a phone call to the Legal Department of your Council away, if you are in doubt.

1.2.5 Do I know the applicant, if not, does it matter?

The type of form will dictate this. If someone is signing a declaration or document in front of you then you do not need to know them personally. If it is you who is making the statement then you do need to know them personally, generally for a minimum of two years. If you have not known them personally for the required period then their bringing some form of identification is of no help.

1.2.6 Am I simply acting as a witness to the applicant's signature?

Get them to acknowledge that they understand the contents of what they are signing, and that they understand the seriousness of signing something which is not true. Sometimes the document will have been signed before they come and is not, therefore, signed in front of you. If you are completely confident of the applicant's identity, they should be asked to acknowledge that the signature is theirs. Otherwise, you should ask them to sign the document again in your presence.

1.2.7 Am I making a statement from my own knowledge?

This is where a person or authority is relying on your specific knowledge. Make sure you can honestly answer the questions and are satisfied with those answers.

1.2.8 Is the document fully completed, or are there gaps that must be scored through?

A form should not be capable of being added to or altered after it has been signed. For example, where there is a large space for text but only a little bit used, put a diagonal line through the space.

Where there are sections not used, put a diagonal line through them. Make sure all “Delete where applicable” bits are completed.

1.2.9 Are there alterations that must be initialled?

These should be initialled by you as well as by all parties involved in the application. Documents should be clear and unambiguous. Make sure all the writing is legible and is not open to interpretation.

1.2.10 Do I have sufficient information to sign?

Ask all the questions you need. The applicant must justify their entitlement to make the statement or declaration. However, you should not carry out your own independent investigations. You are not responsible for checking the truth of a declaration or statement made by the applicant. You are only responsible for confirming that the declaration or statement was signed by the applicant in your presence. Of course, if it is you who is making the statement, you must be sure that it is accurate.

1.2.11 Make a record.

Who, what, where, and when. You need to make a record in case the document is challenged in the future. Your record should include the essentials of the application. Record the type of document and the essentials of its content. Record where you were when you signed (*e.g.* “Edinburgh”). Record the date and time when you signed. Record who applied (their name and address, *e.g.* “John Smith of 123 Main Street, Anytown”). You may wish to use a hardback notebook to keep your records so that you can answer any enquiry about a document you have signed, perhaps several years later.

Chapter 2

Personal Knowledge

This chapter deals with signing duties where the Councillor has personal knowledge of the individual making the application or the matters involved. In the context of this chapter, the Councillor is making a statement of matters within their personal knowledge and is responsible for the accuracy of this statement (*e.g.* “I confirm by my signature that the applicant signed this form.” or “This photograph is a true likeness of Fred Smith.”)

2.1 Passport Applications

Councillors may be asked to confirm the identity of an applicant for a British Passport. In these circumstances a Councillor must have known the applicant personally for at least two years. A Councillor may also be approached by a person who is making a passport application to authenticate a Statutory Declaration that is required for their application (see section 3.2).

Councillors may also be asked to authenticate documents in relation to the emigration of persons to other countries such as New Zealand (see section 2.4 and section 2.3). **Note should be taken of the comment in subsection 1.1.2 about foreign documents.**

2.1.1 Identification of Applicant

In all Passport Applications there is a requirement on the applicant to produce a photograph which must resemble him or herself. Councillors should note that on signing the application form they are required to write on the reverse side of such a photograph certifying that the picture on the other side is actually a good likeness of the applicant.

For a straightforward application for a British Passport, if a Councillor is approached it to confirm their personal knowledge of the photographic likeness and identity of the applicant. For Passport Applications Councillors should note that the document is being presented so that the Councillor may certify:

1. that the photograph accompanying the application is a true likeness of the applicant; and
2. that the applicant for the passport has been known personally to the Councillor for at least two years and that to the best of the Councillor's knowledge and belief the facts stated on the form are correct.

Such a declaration can also be signed by a Member of Parliament, minister of religion, lawyer, bank officer, established civil servant, school teacher, police officer, doctor or other person of similar standing in the community who has knowledge of the applicant.

Councillors should not sign if they are personally related to the applicant.

The relevant parts of the form for application for UK Passport (Part 8 - "Other Information" and Part 10 - "Countersignature") are shown in Appendix A.1 and the corresponding notes for completion are shown in Appendix A.2.

2.1.2 Councillor's Personal Details

The Passport Application form asks for the passport number of the counter signatory. It may be the case that the applicant is well known to a Councillor, perhaps as a constituent, but that the Councillor is reluctant to reveal personal information to them. If a Councillor is uncomfortable disclosing their own passport number, there are several courses that they may follow

- The Councillor can ask the applicant to find another person to act as a counter signatory.
- The Councillor may ask the person to give the otherwise fully completed application, together with all the supporting documents and passport fee, to the Councillor who will complete the counter signatory section and send the form directly to the Passport Agency on behalf of the applicant.
- The Councillor may indicate in the "Other Information" section of the form that they are unwilling to reveal their personal details to the applicant, and the Passport Agency may then contact the Councillor to confirm their passport number. The applicant should be warned that this could result in a delay in the processing of the application.

2.2 Driving Licences

Applicants for a photographic Driving Licences may be required to submit certified photographs of themselves, and a Councillor may be approached by an applicant to certify their photograph. The procedure is the same as for certification of photographs when a Passport is being applied for and the notes in Section 2.1.1 should be referred to.

2.3 Emigration

In addition to documents which may be required to enable a UK citizen to travel abroad there may on occasion be the need for the completion of documents to enable a UK citizen to enter another country.

In the context of emigration applications and corresponding applications for employment, applicants are sometimes required to submit certain documents. It is often acceptable, and understandably desirable, for certified copies of these to be sent abroad. In this regard, reference to Section 2.4 may be appropriate.

2.4 Certified True Copies

A Councillor may be approached to annotate a copy of an original document as a true copy. For example, when the owner of an irreplaceable document, like a degree certificate, has to send it by post to an employer that person may prefer to send a copy of their degree rather than risk losing the original in the post. In these circumstances the person requiring to see the document may accept a certified true copy in its place. If the document is required for official purposes then a list of those who may certify the copy will often be laid down. Often the class of people who can certify that a document is a true copy will include Justices of the Peace, and therefore Councillors. (**Note should be taken of the comment in subsection 1.1.2**). In other cases the owner of the original may agree with whoever requires the document that a certified true copy will be acceptable and that certification by a Councillor is acceptable.

A copy is certified by writing on the copy words to the effect:

This is a true copy of the document
that was shown to me today, [date].

[Signature of Councillor]
[Name of Councillor], Member of a Local Authority
[Name of Council]

Commonly, black and white photocopies are used. It would seem to be good practice, if possible, to write this endorsement using coloured (*e.g.* blue rather than black) ink. This enables the particular copy that has been certified to be distinguished from photocopies of the certified copy.

The Councillor is not certifying that the “original” document is truly what it appears to be, for example a degree certificate or the identification page of a passport. The Councillor is only certifying that the copy and the “original” match and that the “original” looks genuine. It is important to check that the information on the copy is the same as that on the original (for example, names, places, awards and grades). (Off-the-shelf image manipulation computer software can be used

to alter a scanned image before it is printed so that an apparent “photocopy” could have different information, *e.g.* grades of pass, from the original.)

With computer scanners and colour printers it is possible to make quite convincing fakes that are difficult to detect, and it is unreasonable to expect a Councillor to be able to spot a good forgery. Nevertheless certain characteristics may give rise to a suspicion that the “original” is not genuine. For example, valuable original documents are usually printed on heavyweight paper, often have a watermark, are often printed in several colours and sometimes have an embossed seal. It is not necessary for the Councillor to seek evidence that the “original” is real, but if the “original” is obviously suspect then the Councillor should refuse to certify the copy.

It is a common law crime to “utter as genuine” a false document. This crime is committed by simply showing the false original to someone as if it were genuine. It is not necessary for there to have been any action taken on the basis that the document was genuine. If a Councillor believes that they have been asked to certify a copy of a false original then the matter should be reported to the police.

2.5 Shotguns and Firearms

The procedure to be gone through by someone applying for a shotgun or a firearm certificate has changed a little in recent years - more so in the case of a firearm than a shotgun. More attention is paid to the state of mind of the applicant and the police officer dealing with the application would wish the counter signatory (or referee) to know the applicant well enough as to have no difficulty in answering the questions about him.

While the usual list of counter signatories (M.P., JP, doctor, established civil servant *etc.*) is given on the shotgun form, this is absent from the firearm one. “Referees” for an application for a firearm do not need to holders of a particular office. They can be, of course, and applicants may still tend to come to such a person. However, in the case of firearm applications, current knowledge of the person is a more important element in the process than the standing of the referee. Two such referees are required for a firearm.

The application may be for one or other or both shotgun and firearm together (co-terminus).

Do not worry if you are unsure of the various types of shotguns and firearms - your knowledge of the applicant is more important than your knowledge of weapons.

Shotgun Certificate Checklist

A specimen application form is included in Appendix A.3.

1. Read the notes
2. Have you known the person for at least the last two years?

3. Has the form been completed?
4. Can you say that, to the best of your knowledge, the answers to questions 1 to 16 are true?
5. Does the photograph represent a true likeness of the applicant?
6. Is the applicant of stable and temperate character?
7. Are you happy that you know of no reason why the applicant should not be allowed to possess a shotgun?
8. If yes to all the above: complete part “D” and countersign the back of one photograph with the words given in the notes.
9. If you know of some reason why applicant should not be allowed to possess a shotgun: refuse to sign and notify the Chief Constable of your concerns.
10. If you subsequently become unhappy with having signed: notify the Chief Constable of your concerns.

Firearm Certificate Checklist

A specimen application form is included in Appendix A.4.

1. Read the notes, and study the questions on the separate referees’ form.
2. Have you known the person for at least the last two years?
3. Has the form been completed?
4. Can you say that, to the best of your knowledge, the answers to questions 1 to 16 are true?
5. Does the photograph represent a true likeness of the applicant?
6. Are you able to answer the questions on the separate referees’ form?
7. Is the applicant of stable and temperate character?
8. Are you happy that you know of no reason why the applicant should not be allowed to possess a firearm?
9. If yes all to above: complete your part of part “E” and keep one of the referee forms.
10. Endorse the back of one of the photographs with the words given on the form.
11. Fill in referee form (in absence of applicant) and submit direct to police in envelope provided.

12. If you know of some reason why the applicant should not be allowed to possess a firearm: refuse to sign and notify the Chief Constable of your concerns.
13. If you subsequently become unhappy about having signed: notify the Chief Constable of your concerns.

Chapter 3

Written Declarations

This chapter deals with taking *written* declarations. In the context of this chapter, the Councillor is making a statement a matter within his personal knowledge and is responsible for the accuracy of this statement (*i.e.* “I confirm by my signature that the applicant signed this form.”). The declarations in this chapter are those made under the Statutory Declarations Act 1835.

This chapter offers guidance on Statutory Declarations in general and some particular examples of circumstances where Statutory Declarations are used. This is not an exhaustive list. If a Councillor is presented with a Statutory Declaration that is not dealt with here, the general approach suggested by the examples may be of assistance. If a Councillor is unsure about any form, he should consult the Legal Department of his Council.

3.1 General

The Statutory Declarations Act 1835 abolished the use of oaths and substituted Statutory Declarations for many subjects, and these have been added to over the years. A Statutory Declaration is a written declaration of facts. It is an offence punishable by up to two years’ imprisonment and/or an unlimited fine to make a false statement in a Statutory Declaration.

The applicant is responsible for the contents of the declaration. The Councillor who takes the declaration and signs the form is only confirming that the form was signed by the applicant.

3.1.1 Statutory Declaration Procedure

The following procedure should be followed when a person makes a Statutory Declaration before a Councillor.

1. The person making the declaration should complete the statement of what is being declared. This may be done before the form is brought to the Councillor.
2. The Councillor should ask the person to confirm that they wish to declare what is stated in the Statutory Declaration.
3. The person making the Statutory Declaration should sign the form in the presence of the Councillor.
4. The Councillor should then countersign the form, adding the words “Member of a Local Authority” after their signature.

A general example of the style of a Statutory Declaration appears in Appendix B.1.

3.2 Passports

Sometimes, a person who is applying for a passport may have to use a Statutory Declaration to link the documents that they have to the details required on the application form. For example when the person uses a different name from that on their birth certificate. This section covers some examples of the Statutory Declarations that may be required.

3.2.1 Change of Own Name

A person seeking a Passport may use a name different from that shown on his birth certificate. This might happen, for example, when a person converts to a different religion. There is a procedure for obtaining a modified birth certificate from the Registrar of Births, Deaths and Marriages but sometimes it is not possible for that to be used. This could be because of urgency or it may be that not all of the Registrar’s requirements can be met. In these circumstances the Passport Agency may accept a Statutory Declaration regarding the use of their name.

Councillors may be approached by an applicant either with a form supplied by the Registrar of Births, Deaths and Marriages, or just with a request to make a declaration, to enable the applicant to apply for a passport in their new name.

Examples of such a Statutory Declaration which can be made before a Councillor are given in Appendix B.2.

The Councillor should also have sight of the Applicant’s Birth Certificate to check that the details on the Form are correctly completed.

3.2.2 Change of Child's Name

A parent or guardian may want to obtain a passport for a child in a different name from the one on the child's birth certificate. This might happen, for example, where the child's mother reverts to her maiden name or remarries following divorce. There is a procedure for obtaining a modified birth certificate from the Registrar of Births, Deaths and Marriages but sometimes it is not possible for that to be used. This could be because of urgency or it may be that not all of the Registrar's requirements can be met (for example, because the child's natural father cannot be traced to obtain his consent). In these circumstances the Passport Agency may accept a Statutory Declaration regarding the use of the child's name.

Councillors may be approached by an applicant either with a form supplied by the Registrar of Births, Deaths and Marriages, or just with a request to make a declaration, to enable the applicant to obtain a passport for their child with a name other than the name on the child's birth certificate.

Examples of such a Statutory Declaration which can be made before a Councillor are given in Appendix B.3. Note however, that the reference to a two year interval is not essential: if such a statement appears on the form then it must be true, but it need not appear on the form.

It is essential that the applicant can convince the Councillor that they are the appropriate person in relation to the child. Some means of identification should be sought by the Councillor, together with sight of the child's Birth Certificate.

3.2.3 Overseas Birth

A person who was born to British parents overseas may need to persuade the Passport Agency that they are entitled to obtain a British Passport. A Statutory Declaration by one or other parent may be accepted by the Passport Agency for this purpose. Examples of such forms are given in Appendices B.4 and B.5.

3.2.4 No Birth or Marriage Certificate

A Councillor may be approached to sign a Statutory Declaration by an applicant for a Passport who lacks a Birth Certificate or lacks a Marriage Certificate and whose place of origin is in India, Pakistan or some other overseas country. Examples of Statutory Declarations relating to such circumstances, which may on occasion be completed and presented to a Councillor for authentication, are attached at Appendix B.6 and Appendix B.7.

3.3 Births, Deaths & Marriages

There are a number of circumstances where a Councillor may be called upon to authenticate a declaration for the purposes of the Register of Births, Deaths and Marriages. Some of these are described here.

3.3.1 Declaration of Parentage by Father

If the father of a child is not married to the mother when the child's birth is registered then his name may not be entered on the child's Birth Certificate. It may be that **the mother subsequently desires that the father's name should appear on the Birth Certificate**. In these circumstances the father can make a Statutory Declaration that he is the father of the child. The mother must also complete a form (not a Statutory Declaration) confirming that he is the father. The father may approach the Councillor with a Statutory Declaration from the Registrar of Births, Deaths and Marriages.

The style of declaration should be in the form as laid down in Form DPF, a copy of which is attached as Appendix B.8.

The Councillor may also check the details on the child's Birth Certificate, if it is available, but there is no requirement to do so. It would also be prudent for the Councillor to have some evidence of the Applicant's identity.

3.3.2 Declaration of Parentage by Mother

If the father of a child is not married to the mother when the child's birth is registered then his name may not be entered on the child's Birth Certificate. It may be that **the father subsequently desires that his name should appear on the Birth Certificate**. In these circumstances the mother can make a Statutory Declaration that he is the father of the child. The father must also complete a form (not a Statutory Declaration) confirming that he is the father. The mother may approach the Councillor with a Form from the Registrar of Births, Deaths and Marriages.

The style of Declaration should be in the form as laid down in Form DPM, a copy of which is attached as Appendix B.9.

The Councillor may also check the details of the child's Birth Certificate, if it is available. It would also be prudent for the Councillor to have some evidence of the Applicant's identity.

3.3.3 Second Marriage Ceremony

Where a couple have married outside the United Kingdom, but there is doubt as to the validity of that marriage or they are unable to prove that they were validly married, they may wish to have

a second marriage ceremony conducted in Scotland. In these circumstances they must make a Statutory Declaration about their putative (or reputed) marriage on a form for consideration by the Registrar of Births, Deaths and Marriages. A specimen of this form is shown in Appendix B.10.

3.3.4 Change of Name

There is a mechanism by which a person can have their name or their child's name, as it appears on their birth certificate, changed by the Registrar so that the new version is incorporated on the birth certificate. This is often done for the purpose of obtaining a passport in the name that is actually used by the person or child. The procedure for doing this does not require a Statutory Declaration. However, there may be circumstances where it is not possible to follow that procedure (for example, because the other parent of the child cannot or will not give their consent) or where there is not time to do so before applying for a passport. In such circumstances the Registrar may suggest that a Statutory Declaration is made for submission with the passport forms. Such declarations are dealt with in the Passports section of this document (subsections 3.2.1 and 3.2.2).

3.3.5 Other Declarations

Statutory Declarations may also be used to correct minor errors in the registration of births, deaths or marriages that do not change the substance of the entry in the register. These will be drafted by the Registrar on a case by case basis. Examples might include Birth Certificates where a child's name was misspelled (*e.g.* "Jane" rather than "Jayne") or where the forename and surname were transposed (*e.g.* "Richard Fraser" should have been "Fraser Richard"); a Death Certificate where the status of a parent of the deceased was wrong (*e.g.* deceased's mother was thought to be dead, but later was realised to still be alive); or a Birth Certificate where the registering parent signed with an "X" and now wishes to have their signature added. Substantive changes, for example changing the forename on a child's Birth Certificate from "John" to "Albert", cannot be made in this way.

3.4 Registrar of Companies

From time to time persons involved in the administration of limited companies may require to make various Statutory Declarations to the Registrar of Companies. For commercial companies, the declaration is likely to be made before a solicitor, who can charge a fee (unlike a Councillor), but some charities and voluntary organisations operate using a limited company. A Councillor may be approached to sign such a declaration.

There are numerous different declarations that may be required under company law. An example of one such a form that may be produced to a Councillor for signature is given in Appendix B.11.

3.5 Lost Insurance Policies

From time to time Councillors may be presented with documents from an insurance company about a lost insurance policy. The documents will most commonly be produced to the Councillor for signing by the person who has lost the policy and has been given a form from the insurance company to complete. The form generally not only states factually that a policy is missing or has been destroyed, but goes on to provide indemnity against all claims that may arise thereafter against the holder of the policy for the time being.

The form takes the nature of a Statutory Declaration and an example of the style is shown in Appendix B.12.

Such forms could be used by an impersonator to defraud the true policyholder or the insurance company. Particular care may therefore be necessary to confirm the identity of the applicant. Councillors should guard against anything the person may say which would lead the Councillor to suspect that any form of fraud is being perpetrated.

3.6 Building Societies

Building Societies may require a Statutory Declaration with regard to the transfer or handling of a deceased persons' account by their executors. An example of a style of such a form is given in Appendix B.13.

Such forms could be used by an impersonator to defraud the true policyholder or the insurance company. Particular care may therefore be necessary to confirm the identity of the applicant. Councillors should guard against anything the person may say which would lead the Councillor to suspect that any form of fraud is being perpetrated.

3.7 Registered Motoring Fines

Where a person has had a fine registered with the District Court in respect of a Fixed Penalty ticket, but they dispute their liability to pay, they may make a declaration of the reasons why they dispute the fine. There are three possibilities: they were unaware of the Fixed Penalty (for example, if the ticket had been removed from their windscreen), that they were not the owner of the vehicle at the time or that they want a court hearing to determine the matter.

Practice varies from place to place as to what form the declaration may take. In some areas a sworn declaration is required and this cannot be given before a Councillor. In other areas a simple

signed declaration without any countersignature is deemed sufficient. However, sometimes a Statutory Declaration may be required and a Councillor may be asked to countersign this in the same way as any other Statutory Declaration.

Appendix A

Personal Knowledge

A.1 Passport Application Form

The notes corresponding to this form are in section 2.1.

9
Read note 9.

IMPORTANT
You must date section 9.

IMPORTANT
If a parent or guardian is signing section 9, they must have parental responsibility and should give their relationship to the child. If the parents are not married, the father will not normally have parental responsibility. Please see the guidance notes for more details.

10
Read note 10.

IMPORTANT
The person acting as the countersignatory must sign section 10. They must hold a current British or Irish passport and be willing to provide their passport number on the application form.

IMPORTANT
Please enclose two photos that meet the UKPS photo guidance. On the back of only one photo, the countersignatory must write "I certify that this is a true likeness of..." giving the full name and title of the person named in section 2. The countersignatory must sign and date this endorsement.

IMPORTANT
To avoid unnecessary delays, please do not use a label or stamp on the form.

Declaration This must be filled in by the person named in section 2. If under 16, their parent or guardian must fill this in instead. SE / 04 / 04

Caution It is a criminal offence to make a false statement to get a passport. If you have made a false statement on this form, you could be prosecuted and could go to prison. Our work includes checking that the countersignature in section 10 is genuine.

I declare that I am 16 years or over (or will be within two weeks) and that:

- I will return the lost passport to a UK passport office if it comes into my possession;
- I do not owe any money to the UK Government for repatriation or similar relief;
- I, or the person named in section 2 of this application (if different), am a British national and have not lost or given up my national status;
- I, and the person named in section 2 (if different), am in the United Kingdom today;
- as far as I know, all the information I have given in this application is correct;
- If the application is for a child, I have parental responsibility and I have enclosed any court orders that relate to the child's residence, contact or removal from the UK;
- I, or the person named in section 2 of this application (if different), understand that by voluntarily applying for a British passport, I may lose my citizenship of another country; and
- I have read both the guidance notes and the caution above.

Name, if signing on behalf of a child (title, first name and surname)

Relationship to child _____ Date _____
DD MM YYYY

Sign in the box using black ink. Important – keep within the border. If you fail to do this, your application will not be valid.

Signature

Countersignature If a countersignature is needed, they must fill in this section after the rest of the form has been filled in.

Caution It is a criminal offence to make a false statement to help someone get a passport. Check the form properly before you fill in this section. If you have made any false statements on this form, or if you know that the person applying has made any false statements on this form, you could be prosecuted and could go to prison. Our work includes checking that your details are genuine. As a result, we may need to contact you. You should not sign this form if you are a relative of the person applying.

IMPORTANT If the application is for a child, you are confirming the identity of the adult signing in section 9. You must also be able to identify the child in order to certify the photograph.

Fill in the following in CAPITAL LETTERS and in black ink. I, (cross (X) box Mr, Mrs, Miss, Ms, or write your title)

Mr Mrs Miss Ms or title _____
 (insert your first name) _____
 (insert surname) _____

confirm that I have known the person named in section 2, or in the case of a child, the adult filling in section 9 (insert their name) _____
 for (insert years) as (please say how - for example, employer, colleague, friend and so on) _____
 yrs _____

As far as I know, the information on this form is correct. I hold a full current UK or Irish passport. I have read the caution and I understand it.

Profession, professional qualifications or position in the community _____
 Your employer's name and the address you work at (or your private address if this does not apply) _____

Postcode _____ Daytime phone number _____
 Current UK or Irish passport number _____ Evening phone number _____

 Date _____
DD MM YYYY

Sign in the box using black ink. Important – keep within the border. If you fail to do this, the application will not be valid.

Signature

By countersigning this application, you agree to us checking passport records to confirm your countersignature.

.

A.2 Instructions for Completion of Passport Application Form

The notes corresponding to this form are in section 2.1. Note 10, Countersignature, is the relevant part for Justices.

Note 9**Declaration**

All people applying aged 16 or over must fill in this section. Please fill in the date box.

For children aged under 16, their parent or guardian must fill in this section. The parent or guardian should provide their name and their relationship to the child, and sign and date it (see page 2). Please write the full names here clearly (title, first name then surname) as we will return the child's documents and passport to the person named here. **If a child is expected to turn 16 before we can issue a passport**, the child should fill in the form as though they are 16, and sign and date section 9.

If the passport holder has signed in section 9, the signature will appear in the passport as a security feature.

For notes 6, 7 and 9, if you are not able to write or sign, please phone the Passport Adviceline or visit our website for details of the information we need from you.

Note 10**Countersignatory**

We need a countersignatory for:

- first-time passport applications;
- replacement passports for lost, stolen, missing or damaged passports; and
- renewal passports or validity extensions if you cannot be recognised from the photograph in your current passport.

You must fill in the application form in full before the countersignatory fills in and signs section 10 or we will reject the form. Please allow enough time to get your application countersigned.

Who can be a countersignatory?

The countersignatory must be a professional person, or a person of standing in the community. Examples include bank or building society officials, police officers, civil servants, ministers of religion and people with professional qualifications (teachers, accountants, engineers, solicitors, and so on). Please contact the Passport Adviceline or website for more examples.

The person providing the countersignature must not be related to you by birth or marriage. Neither should they be in a personal relationship with you (this includes a same-sex relationship), nor live at your address.

The countersignatory must:

- 1 have known you for at least two years;
- 2 be living in the UK;
- 3 hold a current British or Irish passport;
- 4 fill in section 10 in full, including his or her passport number (if we do not have this, we will not be able to process the application); and
- 5 certify, sign and date **one** (not both) of your photographs with the **handwritten** words, "I certify that this is a true likeness of (give your full name and title)".

For children aged under 16, the countersignatory must confirm that he or she has known the adult who signed the declaration in section 9.

If your countersignatory is unwilling to give you their personal details, we suggest that you give them your **filled-in** application form and the necessary

photographs, documents and fee. The countersignatory can then fill in section 10 and seal the envelope if they want.

We will check that the countersignature is genuine. Please make sure that the countersignatory is aware that we may contact them and that they include their business address and contact details.

In some cases, we may need further evidence of identity. We may ask you to provide another application form with an alternative countersignatory if we are not satisfied that our requirements have been met or we cannot contact the countersignatory.

General information

Now you have filled in your form, please take a few moments to read through the following important points.

a Passport photographs

Please read the 'Passport photographs' leaflet in this pack to make sure that the photographs you send us meet our standards.

If you need more advice, or if you have a physical or mental disability that means you cannot meet one or more of our requirements, please contact the Passport Adviceline on 0870 521 0410.

b Passport fees

Please see the payment leaflet or contact the Passport Adviceline or website for more information.

Your passport fee includes an amount to cover the cost of providing consular support to British nationals abroad through British diplomatic missions. Consular support may include, but is not limited to:

- help contacting relatives and friends in emergencies;
- advice on transferring money and dealing with the local authorities;
- issuing emergency passports;
- visiting British nationals in hospital and those kept in police stations and prisons; and
- providing details of local lawyers, interpreters and doctors.

The level of support available in any country will vary depending on local conditions and, in some countries, may be very limited. Please check the Foreign and Commonwealth Travel Advice website at www.fco.gov.uk/travel for more information.

c How to send us your application

There are four ways to send us your application.

- 1 By post
- 2 By the Check & Send service at certain Post Office® branches and Worldchoice travel agents
- 3 The Fast Track service at a passport office (you need to make an appointment for this and from 1 June 2007 it is only available for certain types of application)
- 4 The Premium service at a passport office (you need to make an appointment for this and it is only available for certain types of application)

You must send us a properly filled-in application form and the necessary supporting documents to confirm your identity and eligibility. If you do not do this, we may not be able to issue a passport in the expected time.

A.3 Shotgun Certificate - Application (including instructions for completion)

The notes corresponding to this form are in section 2.5.

Firearms Acts 1968 to 1997

Firearms Form 103

Application for a Shotgun Certificate

You should use this form to apply for the grant or renewal of a shotgun certificate

I am applying for (tick box which applies):

the grant of a Shotgun Certificate

the renewal of a Shotgun Certificate

Please read the notes on the back of this form carefully before completing this application.

Write in BLOCK CAPITALS throughout except when signing
If you wish to provide any information further to the questions below separately to this form, you must sign and date that information.

Part A Personal details to be completed in all cases

1 Title (Mr,Mrs,Ms,Dr etc)

2 Surname

3 Forename(s)

4 if you have at any time used a name other than those quoted at 2 and 3 above, please give details - if not write NONE
Other surname (if a married woman, give surname before marriage)

5 Other forename(s)

6 Home address

Post Code Home telephone number

7 Height 8 Date of birth (D / M / Y)

9 Place of birth

10 Nationality

11 Occupation

12 Business address

Post Code Daytime telephone number

13 If you have lived at addresses other than that stated at 6 during the last five years enter them here

14 Have you been convicted of any offence (see notes at the end of this form)?
On renewal details need only be given if convictions since the existing certificate was issued
no yes If yes give details

15a Do you suffer from any medical condition or disability including alcohol and drug related conditions
no yes If yes give details

15b Have you now, or have you ever had Epilepsy?
no yes If yes give details

15c Have you ever attended your present or a previous General Practitioner(GP) for treatment of depression or any other kind of mental or nervous disorder?
no yes If yes give details

16 Please give details of you current GP
Name of GP
Address

I hereby give permission for the police to approach my GP to obtain factual details of my medical history.

Usual signature of applicant Date

Part C Firearm and/or Shot Gun Certificates

19 If you hold a current shot gun certificate, give details and go to question 21a

Expiry date Issuing police force

[] []

20 If you have held a shot gun certificate before, give details (if known)

Expiry date Issuing police force

[] []

21a If you hold a current firearm certificate give details and go to 21b

Expiry date Issuing police force

[] []

21b Do you wish to apply for a shot gun certificate which will expire at the same time as your firearm certificate (called a coterminous shot gun certificate)? no yes

Read note below

Note to 21b Coterminous shot gun certificate
A coterminous shot gun certificate is one which will expire on the same date as the holder's firearm certificate. The fee for the grant or renewal of a coterminous shot gun certificate may be less if the application for it is dealt with at the same time as the application for grant or renewal of the firearm certificate. If you already hold a firearm certificate and you want your shot gun certificate to expire on the same day, you should fill in this form only.

21c If you have held a firearm certificate before give details (if known)

Expiry date Issuing police force

[] []

22 If you have at any time had an application for the grant or renewal of a firearm or shot gun certificate refused in writing or a certificate revoked or partially revoked, give details

[]

Part D Countersignature (read notes below)

I certify that-

- a to the best of my knowledge and belief the information given in answer to questions 1 to 16 above is true;
- b I know of no reason why the applicant should not be permitted to possess a shot gun;
- c the photographs enclosed with this application bear a current true likeness to the applicant, and that I have endorsed the back of one of the photographs to this effect together with the date on which the likeness was compared, and
- d I am resident in Great Britain and have known the applicant personally for [] years

Full name of countersignatory

[]

Full address and telephone number of countersignatory

[]

Post code Telephone number

[] []

Occupation, status or profession of countersignatory

[]

Daytime telephone number

[]

Usual signature of countersignatory Date

[] []

Notes to Part D Countersignature
When you have completed questions 1-16 on page 1 of this form, for the grant or renewal of a shot gun certificate, it must be countersigned in ink, by someone who is resident in Great Britain and who has known you personally for at least the last two years.

A relative must not countersign.
A countersignatory must also be a Member of Parliament, Justice of the Peace, minister of religion, doctor, lawyer, established civil servant, bank officer or person of similar standing. Serving police officers, police employees and registered firearms dealers cannot act as countersignatories.

The countersignatory must endorse the back of one of the photographs submitted by writing the words - I CERTIFY THAT THIS IS A CURRENT TRUE LIKENESS OF [INSERT NAME] in ink and signing it with his usual signature and the date the likeness was compared.

The person who countersigns the application is required by the Firearms Rules 1998 to declare that he knows of no reason why the applicant should not be permitted to possess a shot gun. The countersignatory should therefore be aware that the Firearms Act 1968 requires a chief officer of police to be satisfied that an applicant can be permitted to possess a shot gun without danger to public safety or the peace and that the Act prohibits the grant of a certificate to any person whom the chief officer has reason to believe is prohibited from possessing a shot gun. Countersignatories should bear in mind the character, conduct and mental condition of the applicant in so far as they are relevant to these matters.

If you are applying for both a firearm certificate and a shot gun certificate one of your referees for your firearm certificate application may act as you countersignatory for your shot gun certificate application providing that he fulfills the requirements for countersignatories given above.

Part E Declaration

I/We declare that the statements made on this form are true.
 I/We understand that I will be subject to a check of police records and that my details may be held on computer.
 It is an offence for any person knowingly or recklessly make a statement which is false in any material particular for the purpose of procuring either for himself or for another person the grant or renewal of a shot gun certificate.
 The maximum penalty is six months imprisonment and/or a fine.

Usual signature of applicant	Date
<input type="text"/>	<input type="text"/>
Usual signature of parent or guardian (if applicant is under 17 years of age)	Date
<input type="text"/>	<input type="text"/>

Notes

* You should use this form to apply for the **grant or renewal of a shot gun certificate**. It is - with certain statutory exceptions - an offence for a person to have in his possession, purchase or acquire, any shot gun, with out holding a shot gun certificate.

A shot gun is defined as:

a smooth - bore gun (not being an air weapon) which -
 a has a barrel not less than 60.96cm(24inches) in length and does not have any barrel with a bore exceeding 5.08cm(two inches)in diameter;

- b either has no magazine or a non detachable magazine incapable of holding more than two cartridges; and
- c is not a revolver gun.

other smooth bore guns may require a firearm certificate.
 A shot gun certificate is granted subject to the conditions prescribed by the Firearms Rules 1998. It is an offence to fail to comply with any condition shown on a shot gun certificate.

In answering question 14 You are not entitled to withhold information about any offence. This includes motoring offences, convictions outside Great Britain, and (by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 convictions which are spent under the 1974 Act. Both a conditional discharge and an absolute discharge count as convictions for this purpose.

Grant or renewal of a shot gun certificate

This form must be accompanied by four identical photographs of you. The photographs should show you full face and without a hat and must bear a current true likeness. The size of the photographs should be 45mm x 35mm. They should be printed on normal thin photographic paper and be unmounted.

One of the photographs must be signed in ink, on the back with your usual signature. A second photograph should be endorsed on the back in ink by the countersignatory using the words given in the notes to **Part D** on page three.

In the case of an application for both a shot gun and a firearm certificate -

- * the shot gun application requires that **one** photograph must be endorsed by the countersignatory and one by you.
- * the firearm application requires that each of the referees should endorse a separate photograph and that two photographs must be signed by you.

This form must be accompanied by the appropriate fee

Unless otherwise advised by the police, you should post or take the completed form together with the fee and photographs to your local police headquarters.

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	Receipt No	Rank/No.
	<input type="text"/>	<input type="text"/>
Date	Station	
<input type="text"/>	<input type="text"/>	

.

A.4 Firearm Certificate - Application (including instructions for completion)

The notes corresponding to this form are in section 2.5.

Firearms Act 1968 to 1997
Firearms Form 101

Application for a Firearm Certificate

I am applying for (tick box which applies)

the grant of a Firearm Certificate
 the renewal of a Firearm Certificate
 the variation of a Firearm Certificate

You should use this form to apply for the grant, renewal or variation of a firearm certificate under section 1 of the Firearms Act 1968

Please read the notes on the back of this form carefully before completing this application. Write in **BLOCK CAPITALS** throughout except when signing. If you wish to provide any information further to the questions below separately to this form, you must sign and date that information

Part A Personal details to be completed in all cases

1 Title (Mr, Mrs, Ms, Dr. etc)

2 Surname

3 Forename(s)

4 If you have at any time used a name other than those quoted at 2 and 3 above, please give details - if not write NONE
Other surname
(if a married woman, give surname before marriage)

5 Other forename(s)

6 Home address

Post Code Home telephone number

7 Height 8 Date of Birth (DD/MM/YY)

9 Place of Birth

10 Nationality

11 Occupation

12 Business address

Post Code Daytime Telephone number

13 If you have lived at addresses other than that stated at 6 during the last five years enter them here.

14 Have you been convicted of any offence (see notes to part A)?
On renewal or variation details need only be given of convictions since the existing certificate was issued
no yes If yes give details

15a Do you suffer from any medical condition or disability including alcohol and drug related conditions?
no yes If yes give details

15b Have you now, or have you ever had Epilepsy?
no yes If yes give details

15c Have you ever attended your present or previous General Practitioner (GP) for treatment of depression or any other kind mental or nervous disorder?
no yes If yes give details

16 Please give details of your current GP
Name of GP
Address

I hereby give permission for the police to approach my GP to obtain factual details of my medical history.

Usual signature of applicant Date

Part B Details of firearms and ammunition

17 Give details of firearms in your possession at the time of this application If none write NONE here
 Calibre Type (including action) Maker's name Identification number

18 Give details of ammunition in your possession at the time of this application If none write NONE here
 here

19 Give details of each firearm you wish to purchase, acquire or possess, the reasons for requiring each of them (details of shooting disciplines etc), and where you intend to use each of them (other than those in 17)

Type (eg rifle, muzzle-loading pistol etc) Reason Where do you intend to use it (giving name and phone number of occupier or club secretary as applicable)

20 Maximum amount of ammunition you wish to have in your possession at any one time (including expanding ammunition and expanding missiles) Target shooting is no longer considered a *good reason* to possess expanding ammunition.

Calibre	Quantity	Calibre	Quantity

21 Maximum amount of ammunition to be purchased or acquired at any one time (including expanding ammunition and expanding missiles).

Calibre	Quantity	Calibre	Quantity

Part C Storage of firearms and ammunition

22 Give address of the location at which the firearms and ammunition concerned are to be stored including details of any certificate holder sharing the storage facilities

22a If the guns are to be stored at the address given in question 6 tick this box

22b If the guns are to be stored in a British Standard gun cabinet tick this box

Part D Firearm and/or shot gun certificates

In the case of an application for renewal or variation of a firearm certificate, details of the current certificate should be provided.

23 If you hold a current firearm certificate give details and go to 25a

Expiry date Issuing police force

24 If you have held a firearm certificate before give details (if known)

Expiry date Issuing police force

25a If you hold a current shot gun certificate give details

Expiry date Issuing police force

25b Do you wish to apply for a shot gun certificate which will expire at the same time as your firearm certificate (called a coterminous shot gun certificate)? *See note to 25b on page 4*

no yes If yes complete a separate shot gun certificate application form.

25c If you have held a shot gun certificate before give details (if known)

Expiry date Issuing police force

26 If you have at any time had an application for the grant or renewal of a firearm or shot gun certificate refused in writing or a certificate revoked or partially revoked, give details

Part E Referees

See Notes to Part E on page 4

Please give the names and addresses of the two people who have agreed to be your referees:

Name of 1st referee

Address of 1st referee

Post Code Phone number of 1st referee

Name of 2nd referee

Address of 2nd referee

Post Code Phone number of 2nd referee

Referees' declarations

I declare that -

a to the best of my knowledge and belief the information given in answer to questions 1 to 16 on page 1 is true; and

b the photographs enclosed with this application bear a current true likeness to the applicant, and that I have endorsed the back of one of the photographs to this effect together with the date on which the likeness was compared.

Name of 1st referee

Usual signature of 1st referee Date

I declare that -

a to the best of my knowledge and belief the information given in answer to questions 1 to 16 on page 1 is true; and

b the photographs enclosed with this application bear a current true likeness to the application, and that I have endorsed the back of one of the photographs to this effect together with the date on which the likeness was compared.

Name of 2nd referee

Usual signature of 2nd referee Date

Part F Declaration

I/We declare that the statements made on this form are true. I/We understand that I/We will be subject to a check of police records and that my details may be held on computer.

It is an offence for any person knowingly or recklessly make a statement which is false in any material particular for the purpose of procuring either for himself or for another person the grant or renewal of a firearm certificate. The maximum penalty is six months imprisonment and/or a fine.

General Notes
You should use this form to apply for the grant, renewal or variation of a firearm certificate. It is - with certain statutory exceptions - an offence to possess, purchase or acquire any firearm or ammunition to which section 1 of the Firearms Act 1968 applies without holding a firearm certificate. The certificate will show the firearms and ammunition which the holder may have in his or her possession, purchase or acquire. If you are applying to hold a weapon other than a rifle, muzzle loading pistol or shot gun with a large magazine, you should contact your local police firearms licensing department for advice.

Section 1 of the 1968 Act applies to all firearms except:
(i) a shot gun within the meaning of the firearms Acts 1968 to 1997 that is to say a smooth-bore gun (not being an air weapon) which - a has a barrel not less than 60.96cm (24 inches) in length and does not have any bore exceeding 5.08cm (two inches) in diameter;

Usual signature of applicant Date

Usual signature of parent or guardian (if the applicant is under 17 years of age) Date

- b either has no magazine or a non-detachable magazine incapable of holding more than two cartridges, and
- c is not a revolver gun;
- (ii) an air weapon (that is a rifle, gun or pistol) powered by air or compressed carbon dioxide not of a type declared by Rules made by the Secretary of State under section 53 of the 1968 Act to be specially dangerous); **and to all ammunition except:**
- (i) cartridges containing five or more shot, none of which exceeds 9.14 mm (.36inch) diameter;
- (ii) ammunition for an air weapon; and
- (iii) blank cartridges not more than 2.54cm (one inch) in diameter measured immediately in front of the rim or cannelure of the base of the cartridge. A firearm certificate is granted subject to conditions. Some conditions are prescribed in law by the Firearms Rules 1998. The chief officer of police may add others. It is an offence to fail to comply with any condition shown on a firearm certificate.

Note to Part A Question 14
You are not entitled to withhold information about any offence. This includes motoring offences, convictions in places outside Great Britain, and (by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975) convictions which are spent under the 1974 Act. Both a conditional discharge and an absolute discharge count as convictions for this purpose.

Note to Part D Application for grant or renewal of a Firearm Certificate

Must be accompanied by four identical photographs of you. The photographs should show you full face and without a hat and should be a current true likeness. The size of the photographs should be 45mm x 35mm. They should be printed on normal (thin photographic paper and be unmounted. One of the photographs should be signed in ink, on the back, with your usual signature. Each of the referees must endorse a further separate photograph, in ink, using the words **I CERTIFY THAT THIS IS A CURRENT TRUE LIKENESS OF [INSERT NAME]** and signing it with his usual signature and the date the likeness was compared. In the case of an application for both a firearm and a shot gun certificate each of the referees should endorse a separate photograph and two photographs must be signed by you.

Note to Part D Renewal or variations only
A fee is payable in respect of a variation only when the number of firearms held by virtue of the certificate is increased. Unless otherwise advised by the police, you should post or take the completed form together with the fee and photographs to the police force headquarters. In the case of an application for renewal or variation, the current certificate should be included with the application. An application for a variation which results from the disposal of one weapon and the need for authorisation to acquire a new weapon of the same type and calibre (a one-for-one variation) should be submitted direct to the police force headquarters.

Note to Part D Question 25b Cotermious Shot Gun Certificate

If you simultaneously wish to apply for a Shot Gun Certificate and a Firearm Certificate you should fill in a shot gun certificate application form as well as this form. The so called **Cotermious Shot Gun Certificate** will expire on the same day as your Firearm Certificate. The fee payable for such a certificate may be less than the normal fee for the grant or renewal of a shot gun certificate if both of your application forms are dealt with at the same time.

Note to part E Referees

under the Firearms Acts 1968-1997 if you apply for a firearm certificate you must provide the names and addresses of two people who have agreed to act as referees for your application. If this is a **new** application then both referees must have known you personally for at least two years. They must be resident in Great Britain and must not be a member of your immediate family. Registered firearms dealers, serving police officers or police employees cannot be accepted as referees except as set out below. Referees must be of good character. Referees must be given freely and not on payment.

If your application is for the renewal of your firearm certificate for a firearm for target shooting then one of the referees must be an official of the approved club named on your certificate. A registered firearms dealer may act as a referee in these circumstances. The other referee must not be a member of any target shooting club.

An application for a **variation** of a firearm certificate does not require referees.

Two referee's forms are enclosed with this application form. You should complete the factual details in questions 1,2 and 3 on the forms before passing them to the referees.

Fees
This form must be accompanied by the appropriate fee.

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	Receipt No <input type="text"/>	Rank/No. <input type="text"/>
	Date <input type="text"/>	Station <input type="text"/>
	<input type="text"/>	<input type="text"/>

Firearms Acts 1968 to 1997

Firearms Form 125

Reference Form

Notes for guidance on completion of the Reference Form
Please write in **BLOCK LETTERS** except when signing

General

1 The Firearms Acts require an applicant for the grant or renewal of a firearm certificate to supply the names and addresses of two people who have agreed to act as referees. You have been nominated by the applicant as a referee in his or her application for the grant or renewal of their firearm certificate. You are not guaranteeing their future good behaviour or conduct.

Acceptability

2 You must be resident in Great Britain. Members of the applicants immediate family, registered firearms dealers, serving police officers and police employees may not act as referees except as set out below in Note 4. A referee should be of good character. A reference should be given freely and not on payment.

Knowledge of the applicant

3 Except in the case of a club official acting as a referee in accordance with Note 4 below, you should have known the applicant personally for at least the last two years. Please also state the capacity in which you have known the applicant, eg business or social, employer/employee.

4 If the application is made in respect of a renewal of a certificate for a firearm for target shooting then one referee must be a club official of the approved club named on the applicant's firearm certificate. Dealers may act as referees in these circumstances. The second referee must not be a member of any target shooting club. For the grant of a certificate it is not essential that one of the referees is a club official.

5 You must sign and date the declarations.
6 Section 27 of the Firearms Act 1968 (as amended by the 1997 Act) requires a chief officer to be satisfied that the applicant is fit to be entrusted with a firearm and is not prohibited by the act from possessing a firearm. The chief officer must also be satisfied that the applicant can be permitted to have the firearm or ammunition in his possession without danger to the public safety or to the peace. In reaching his decision the chief officer will take into account whether there is any known history of alcohol, drug or medication abuse, violent or unsociable behaviour, or mental or psychiatric disorder. If you know of any matter or occurrence of which you think the chief officer should be aware then you should include it on the form. You should mention anything that gives rise to any concern you have about the applicants suitability to possess firearms.

7 You may be interviewed by the police to clarify any statement on the form.

Confidentiality

8 When you have completed this form, you must return it direct to the police. It is not to be returned or shown to the applicant. It will be treated with strict confidentiality.

However, if the applicant is refused the form will have to be produced in court in the event of an appeal.

Data Protection Act

9 You may be vetted against police records. Your personal details may be held on computer.

Returning the form

10 **THE FORM SHOULD BE RETURNED DIRECT TO THE POLICE FIREARMS LICENSING DEPARTMENT (not returned to the applicant) as soon as possible and in any case no later than 28 days after receipt.**

Part A Details of applicant

1 Applicant (name)

2 Address

3 Date of birth (DD/MM/YY)

4 Has applied for a firearm certificate in order to possess (insert type of firearm)

for the purpose of

Part B Details of referee

5 Referees (surname)

Referees (forenames)

6 Address

7 Telephone (daytime)

Telephone (evenings)

8 Date of Birth

9 Place of Birth

10 Occupation

11 Your firearm/shot gun certificate/dealer's registration number (if applicable) and issuing authority

12 How long have you known the applicant? years

13 In what capacity do you know the applicant (eg employer/employee/club official)?

14 Are you an official of an approved target shooting club?
no yes If yes what is the name of the club?

Home Department Approval No. What is your role in the club?

Part C Reference

Please give your opinion as to the applicant's suitability to possess firearms, or on any other aspect of the application which might be relevant to enable the Chief Constable to decide whether to grant an application.

Please see the Notes of Guidance for the completion of this form overleaf. Continue on a separate sheet if necessary. Separate sheets must be signed and dated.

15 Personal history of the applicant. Do you have any knowledge of any medical or emotional problems, alcohol, drugs or medication related abuse, or mental or physical disability suffered by the applicant? Please give details and say how you came by this information.

16 Domestic circumstances of applicant. Do you have any knowledge of any significant difficulties the applicant has in relationship with his or her immediate family or anyone living with the applicant which may give cause for concern given that a firearm or ammunition may be available in the household? Please give details

17 What do you know of the applicant's experience with firearms

18 What do you know of the applicant's attitude towards firearms

Declaration

I know of no reason why the applicant should not be permitted to possess a firearm.

Signature

Date

I declare that the statements made by me on this form are true.

I understand that it is a criminal offence knowingly or recklessly to make a false statement to procure a certificate.

I understand that I may be subject to a check of police records and that my details may be held on computer.

Signature

Date

For Police use only

FAC No.

Grant/Renewal

PNC/SCR check

Date processed

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Data Protection Act 1984
Personal data supplied may be held or verified by computer.

Appendix B

Written Declarations

B.1 General Form of Statutory Declaration

The notes corresponding to this form are in section 3.1.

I, [name, designation and residence of declarant] do solemnly and sincerely declare that

[content of declaration]

and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

[Signature of Declarant]

Declared at [place] this [date] day of [month] [year] before me

[Signature of Councillor]
Member of a Local Authority
[Name of Council].

B.2 Passport Application - Form of Statutory Declaration (Change of Name)

The notes corresponding to this form are in section 3.2.1.

FORM OF STATUTORY DECLARATION

I
residing at
do hereby solemnly and sincerely declare that the Birth Certificate (Entry No. in
the Register of Births for the of
in the of)
in the name relates to
my birth.

I have always used and been known by the name
which I regard as my legal name and have assumed as such for all purposes.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the
provisions of the Statutory Declarations Act, 1835.

Dated this day of

Declared before me at

on the day of

.....

County of the City of _____

Statutory Declaration in respect of Change of Name or Surname

I
residing at
do hereby solemnly and sincerely declare that I
(full name and surname as presently used)
who was born on at
(date of birth) (place of birth)
and whose birth was registered in the name
have been known since as
(date of change) (new name and surname)

which is now and will henceforth be regarded as my legal name and surname for all purposes
And I make this solemn declaration conscientiously believing the same to be true and by virtue of
the provisions of the Statutory Declarations Act 1835.

Dated this day of 19 (Signed)

declared before me at on the day of 19

(Signed)
(Justice of the Peace for the
..... of



.

B.3 Births, Deaths & Marriages - Declaration in respect of change of name or surname (Child) - Form for completion

The notes corresponding to this form are in section 3.2.2.

Statutory Declaration in respect of Change of Name or Surname made more than two years previously

.....
(full name of applicant)

residing at
(full address)

do hereby solemnly and sincerely declare that my son/daughter
(full name and surname as presently used)

who was born on at
(date of birth) (place of birth)

and whose birth was registered in the name
(name and surname as registered)

has been known since as
(date of change) (new name and surname)

which is now and will henceforth be regarded as his/her legal name and surname for all purposes.
And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

Dated this day of 19 (Signed)

declared before me at on the day of 19

(Signed)
(Justice of the Peace for the

NOTE:- If the application is at the instance of both parents the statutory declaration should be in a form similar to the above but containing details and signatures of both parents.

..... of

RE 408478 2m 9/86 T91.

B.4 Passport Application - Father - Specimen Form of Statutory Declaration

The notes corresponding to this form are in section 3.2.

THIS FORM IS NOT TO BE USED FOR MAKING THE ACTUAL DECLARATION
FATHER'S SPECIMEN FORM OF STATUTORY DECLARATION

I (full names)
of (address)
.....

do solemnly and sincerely declare that:

1. I was born at on the
2. I am the natural father of (full names)
who was born at (place) on the (date)
3. On the (date) I married (full names)
the mother of son/daughter at (place).
4. I was domiciled in at the time of the said marriage.
5. (a) I had/had not been married to a third party person before my marriage to the said
.....
(b) To the best of my knowledge, information and belief, the said
was married to before our marriage to each other.
(c) To the best of my knowledge, information and belief, the said
..... was not married to a third person before our marriage to each
other.
6. At the time of the birth my occupation (or rank and regiment) was
And I make this solemn declaration conscientiously believing the same to be virtue of the
provisions of the Statutory Declarations Act, 1835.

Declared by the above-named

.....
.....
this day of 200 (Signature of Declarant)

Before me (Signature)
A Commissioner for Oaths, Justice of the Peace, or Notary Public.

NB Domicile does not mean residence. Therefore, your country of domicile when you married was not necessarily the country in which you were then living. Generally speaking a person's domicile at any particular time is the country in which he is regarded as having his permanent home at that time. If you were domiciled in any part of the United Kingdom when you married you should say in which part, eg England, Wales, Scotland, Ireland, Isle of Man. If you are in any doubt as to where you were domiciled when you married you should ask this Department before completing the declaration.

B.5 Passport Application - Mother - Specimen Form of Statutory Declaration

The notes corresponding to this form are in section 3.2.

THIS FORM IS NOT TO BE USED FOR MAKING THE ACTUAL DECLARATION
MOTHER'S SPECIMEN FORM OF STATUTORY DECLARATION

I, (full names)
of (address)

do solemnly and sincerely declare that:

- 1. My maiden surname was
- 2. My son (or daughter) (full Christian names of child) was born on the (date) at (place of birth with full address).
- 3. On the (date) I married the father of my said son (or daughter) at (place of marriage).

Use only the paragraphs which apply

- 4. (a) I was not married to any person [at the time of the birth of/before my marriage to the said]
- (b) I was previously married to (full names)
[This marriage was dissolved by divorce on/My first husband died on]

I do solemnly and sincerely declare that the foregoing particulars stated in this declaration are true, and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act, 1835.

Declared by the above-named

.....
.....

this day of 200

(Signature of Declarant)

Before me (Signature)
A Commissioner for Oaths, Justice of the Peace, or Notary Public.

NB If you have been previously married and divorced you should attach for perusal and return a copy of the divorce proceedings and decree absolute.

If you have been previously married and your first husband is dead, you should attach a copy of the death certificate.

B.6 Passport Application - Form of Statutory Declaration (Birth which took place in India or Pakistan and for which there is no Birth Certificate)

The notes corresponding to this form are in section 3.2.

SPECIMEN 3

Specimen Form of Statutory Declaration to be used in respect of a birth which took place in India or Pakistan and for which there is no birth certificate. This declaration should, if possible, be made by someone who is not a relative of the person whose birth is the subject of the Declaration. (This form is not to be used for making the actual declaration.)

- I, (full names) of
 (full address) born
 at in do solemnly and sincerely declare that:
- I have known for years.
 - The said was born at
 on to (name of mother)
 daughter of (name of mother's
 father) and to (name
 of father) son of (name of
 father's father).
 - I have personal knowledge of the birth of having been
 present on the occasion.
 - The said and the parents
 of were [to the best of my knowledge, information and
 belief/ in my presence] married at on
 in accordance with the religious rites of

[If made in the United Kingdom]

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act, 1835.

[If made in India]

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Indian Oaths Act, 1969.

[If made elsewhere than in the United Kingdom or India]

And I make this solemn declaration conscientiously believing the same to be true.

Declared by the above-named

.....

this day of 200

.....
 (Signature of Declarant)

Before me (Signature)
 A Commissioner for Oaths, Justice of the Peace, or Notary Public.

B.7 Passport Application - Form of Statutory Declaration (Marriage which took place in India or Pakistan and for which there is no Marriage Certificate)

The notes corresponding to this form are in section 3.2.

SPECIMEN 11

Specimen Form of Statutory Declaration to be used in respect of a marriage which took place in India or Pakistan and for which there is no marriage certificate. The declaration should, if possible, be made by someone who is not a relative of either of the persons whose marriage is the subject of the declaration.

(This form is not to be used for making the actual declaration.)

I, (full names)
of (full address) born at
..... on do solemnly and sincerely declare that:

1. I was present at the wedding of (full names of bride)
and (full names of bridegroom) which took place
at on in
accordance with the religious rites of
2. The marriage ceremony was performed by (name of person performing the
ceremony) who to the best of my knowledge, information and belief, was qualified to perform the
ceremony by virtue of (qualifications of person performing the ceremony).
3. I have known (a) (name of bride) for years
and (b) (name of bridegroom) for ... years.
4. To the best of my knowledge, information and belief neither party had been previously married
[or, the earlier marriage(s) of had previously
terminated by on].
5. To the best of my knowledge, information and belief (a) the bride's father's name is
..... and (b) the bridegroom's father's
name is

[If made in the United Kingdom]

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act, 1835.

[If made in India]

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Indian Oaths Act, 1969.

[If made elsewhere than in the United Kingdom or India]

And I make this solemn declaration conscientiously believing the same to be true.

Declared by the above-named

.....
.....

this day of 200 (Signature of Declarant)

Before me (Signature)
A Commissioner for Oaths, Justice of the Peace, or Notary Public.

B.8 Births, Deaths & Marriages - Declaration as to Parentage by Father - Form for completion

The notes corresponding to this form are in section 3.3.1.

DECLARATION AS TO PARENTAGE BY FATHER

(To be made before a justice of the peace, notary public or other person authorised by law to administer oaths)

I
residing at
..... Postcode

DO HEREBY SOLEMNLY AND SINCERELY DECLARE that I am the father of the *female/male child
named
and born on
at
to
whose usual address is
..... Postcode

AND I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act 1835

Dated this day of

Signature

Signed and declared before me	Signature	Date / /
	Full Name in Block Letters	
	Designation	
	Address.....	
	Postcode

* delete as applicable

Section 18 of the Registration of Births, Deaths and Marriages (Scotland) Act 1965 provides that:-

"18. - (1) No person who is not married to the mother of a child and has not been married to her since the child's conception shall be required, as father of the child, to give information concerning the birth of the child and, save as provided in section 20 of this Act, the registrar shall not enter in the register the name and surname of any such person as father of the child except -

- (a) at the joint request of the mother and the person acknowledging himself to be the father of the child (in which case that person shall sign the register together with the mother); or
 - (b) at the request of the mother -
 - (i) on the production of -
 - (aa) a declaration in the prescribed form made by the mother stating that that person is the father of the child; and
 - (bb) a statutory declaration made by that person acknowledging himself to be the father of the child; or
 - (ii) on production of a decree by a competent court finding or declaring that person to be the father of the child; or
 - (c) at the request of that person on production of -
 - (i) a declaration in the prescribed form by that person acknowledging himself to be the father of the child; and
 - (ii) a statutory declaration made by the mother stating that that person is the father of the child.
- (1A) Where a person acknowledging himself to be the father of a child makes a request to the registrar in accordance with paragraph (c) of subsection (1) of this section, he shall be treated as a qualified informant concerning the birth of the child for the purposes of this Act, and the giving of information concerning the birth of the child by that person and the signing of the register by him in the presence of the registrar shall act as a discharge of any duty of any other qualified informant under section 14 of this Act.
- (2) In any case where the name and surname of the father of a child has not been entered in the register, the Registrar General may record that name and surname by causing an appropriate entry to be made in the Register of Corrections Etc -
- (a) if a decree of paternity has been granted by a competent court; or
 - (b) if there is produced to him a declaration and a statutory declaration such as are mentioned in paragraph (b) or (c) of subsection (1) of this section, and
 - (c) if, where the mother is dead or cannot be found or is incapable of making a request under subsection (1)(b) of this section, or a declaration under subsection (1)(b)(i)(aa) of this section, or a statutory declaration under subsection (1)(c)(ii) of this section he is ordered so to do by the sheriff upon application made to the sheriff by the person acknowledging himself to be the father of the child.

Where a decree of paternity has been granted by any court the clerk of court shall, where no appeal has been made against such decree, on the expiration of the time within which such an appeal may be made, or where an appeal has been made against such a decree, on the conclusion of any appellate proceedings, notify the import of such decree in the prescribed form to the Registrar General.

- (3) A person under the age of sixteen years has legal capacity -
- (a) to make a request, declaration or statutory declaration under subsection (1) or (2)(b) above if, in the opinion of the registrar, or
 - (b) to make an application under subsection (2)(c) above if, in the opinion of the sheriff,
- that person understands the nature of the request or, as the case may be, of the declaration, statutory declaration or application; and without prejudice to the generality of this subsection a person twelve years of age or more shall be presumed to be of sufficient age and maturity to have such understanding."

1/1/2000

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B.9 Births, Deaths & Marriages - Declaration as to Parentage by Mother - Form for completion

The notes corresponding to this form are in section 3.3.2.

DECLARATION AS TO PARENTAGE BY MOTHER

(To be made before a justice of the peace, notary public or other person authorised by law to administer oaths)

I

residing at

..... Postcode

DO HEREBY SOLEMNLY AND SINCERELY DECLARE that

.....

whose usual address is

..... Postcode

is the father of the *female/male child named

and born to me on

at

AND I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act 1835

Dated this day of

Signature

Signed and
declared before
me

Signature Date / /

Full Name in Block Letters

Designation

Address

..... Postcode

* delete as applicable

Section 18 of the Registration of Births, Deaths and Marriages (Scotland) Act 1965 provides that:-

"18. - (1) No person who is not married to the mother of a child and has not been married to her since the child's conception shall be required, as father of the child, to give information concerning the birth of the child and, save as provided in section 20 of this Act, the registrar shall not enter in the register the name and surname of any such person as father of the child except -

- (a) at the joint request of the mother and the person acknowledging himself to be the father of the child (in which case that person shall sign the register together with the mother); or
 - (b) at the request of the mother -
 - (i) on the production of -
 - (aa) a declaration in the prescribed form made by the mother stating that that person is the father of the child; and
 - (bb) a statutory declaration made by that person acknowledging himself to be the father of the child; or
 - (ii) on production of a decree by a competent court finding or declaring that person to be the father of the child; or
 - (c) at the request of that person on production of -
 - (i) a declaration in the prescribed form by that person acknowledging himself to be the father of the child; and
 - (ii) a statutory declaration made by the mother stating that that person is the father of the child.
- (1A) Where a person acknowledging himself to be the father of a child makes a request to the registrar in accordance with paragraph (c) of subsection (1) of this section, he shall be treated as a qualified informant concerning the birth of the child for the purposes of this Act; and the giving of information concerning the birth of the child by that person and the signing of the register by him in the presence of the registrar shall act as a discharge of any duty of any other qualified informant under section 14 of this Act.
- (2) In any case where the name and surname of the father of a child has not been entered in the register, the Registrar General may record that name and surname by causing an appropriate entry to be made in the Register of Corrections Etc -
- (a) if a decree of paternity has been granted by a competent court; or
 - (b) if there is produced to him a declaration and a statutory declaration such as are mentioned in paragraph (b) or (c) of subsection (1) of this section, and
 - (c) if, where the mother is dead or cannot be found or is incapable of making a request under subsection (1)(b) of this section, or a declaration under subsection (1)(b)(i)(aa) of this section, or a statutory declaration under subsection (1)(c)(ii) of this section he is ordered so to do by the sheriff upon application made to the sheriff by the person acknowledging himself to be the father of the child.

Where a decree of paternity has been granted by any court the clerk of court shall, where no appeal has been made against such decree, on the expiration of the time within which such an appeal may be made, or where an appeal has been made against such a decree, on the conclusion of any appellate proceedings, notify the import of such decree in the prescribed form to the Registrar General.

- (3) A person under the age of sixteen years has legal capacity -
- (a) to make a request, declaration or statutory declaration under subsection (1) or (2)(b) above if, in the opinion of the registrar; or
 - (b) to make an application under subsection (2)(c) above if, in the opinion of the sheriff,
- that person understands the nature of the request or, as the case may be, of the declaration, statutory declaration or application; and without prejudice to the generality of this subsection a person twelve years of age or more shall be presumed to be of sufficient age and maturity to have such understanding."

1/1/2000

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B.10 Births, Deaths & Marriages - Declaration in respect of putative marriage outwith the United Kingdom

The notes corresponding to this form are in section 3.3.3.

**Application for second marriage ceremony and
Statutory Declaration regarding previous marriage**

M15(R)
777

Marriage (Scotland) Act 1977, Section 20

To the Registrar of Births etc.,

District of

A Application to Registrar

We desire to have a second marriage ceremony. We were previously married outside the United Kingdom

- but (a) there is doubt about the validity of that marriage; or
- (b) we are unable to prove that we are validly married.

The circumstances are as follows:-

B Statutory Declaration

We
Full name of male party

and
Full name of female party

of
Address

do hereby solemnly and sincerely declare that we went through a marriage ceremony with each other at

.....
Place

on The marriage was solemnised by

..... in accordance with the laws of

**AND we make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the
Statutory Declarations Act 1835**

Dated this.....day of19.....

Signed Signed
Male party Female party

Declared before me,
FULL NAME IN BLOCK CAPITALS

.....
Address

at on the day of19.....

Signed Justice of the Peace for

B.11 Companies - Statutory Declaration of Compliance with Requirements on Application for Registration of a Company

The notes corresponding to this form are in section 3.4.



12

Please complete in typescript, or in bold black capitals.

Declaration on application for registration

CHWP000

Company Name in full

I,

of

† Please delete as appropriate.

do solemnly and sincerely declare that I am a † [Solicitor engaged in the formation of the company][person named as director or secretary of the company in the statement delivered to the Registrar under section 10 of the Companies Act 1985] and that all the requirements of the Companies Act 1985 in respect of the registration of the above company and of matters precedent and incidental to it have been complied with.

And I make this solemn Declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1835.

Declarant's signature

Declared at

On Day Month Year

before me [•]

• Please print name.

Signed **Date**

† A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor

Please give the name, address, telephone number and, if available, a DX number and Exchange of the person Companies House should contact if there is any query.

Tel

DX number DX exchange

Companies House receipt date barcode

This form has been provided free of charge by Companies House.

Form revised June 1998

When you have completed and signed the form please send it to the Registrar of Companies at:
Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff
 for companies registered in England and Wales
 or
Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB
 for companies registered in Scotland **DX 235 Edinburgh**

B.12 Lost Insurance Policy - Statutory Declaration for completion

The notes corresponding to this form are in section 3.5.

The notes on the back page should be read carefully and the instructions contained therein followed.

STATUTORY DECLARATION

In respect of policy/ies numbered effected with Sun Life.

I, do solemnly and sincerely declare that the statements made below are true and complete to the best of my knowledge and belief.

Name	
Address	
Occupation	Postcode

Please answer the following questions fully

1 What date did you last see the policy/ies? (as near as possible).	
2 What caused the loss or destruction of the policy/ies	
3 What searches and enquiries have you made for the policy/ies (see list)?	
4 Please give the names and address of anyone who has had possession of the policy/ies at any time. (If none answer "None".)	
5(a) Is the policy currently mortgaged to any body or organisation? If "Yes" give details.	Yes <input type="checkbox"/> No <input type="checkbox"/>
(b) Has the policy ever been mortgaged? If "Yes" give details.	Yes <input type="checkbox"/> No <input type="checkbox"/>
(c) Give details of any other transaction(s). (If none answer "None".)	

As a result of careful search and enquiry I believe the policy/ies to have been irretrievably lost or destroyed, and declare that to the best of my knowledge and belief no dealing has taken place with the policy/ies by way of assignment, charge or deposit or any other form of encumbrance except as mentioned above.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declaration Act, 1835.

Signature of Declarant					
Declared at					
in the county of					
this	Day		Month		Year
before me					
Justice of the Peace, Commissioner for Oaths, Solicitor (please complete box below).					

This box to be completed by the Justice of the Peace, Commissioner for Oaths or Solicitor before whom the declaration was made.	
1 Name	
2 Address (or office stamp)	
	Postcode
3 Qualification	
4 What evidence of identity of the person making the declaration did you see?	

Continued overleaf

LOST POLICIES

Please read the following notes carefully before completing the Statutory Declaration.

A policy should not be considered lost until all possible enquiries and searches have been made. The following list contains a few suggestions of persons or places which should be investigated. The list is not necessarily complete and some items may not be applicable in every case.

- 1 Your home
- 2 Your place of work
- 3 Bank
- 4 Solicitor
- 5 Building Society
- 6 Your financial adviser

If the searches and enquiries prove unsuccessful, it is recommended that a Statutory Declaration is completed as this will help to avoid delays when a payment is due to be made at a later date. The form overleaf may be used to make a Declaration which **must** be made in the presence of a Justice of the Peace, Commissioner for Oaths or a Solicitor and should be forwarded to Sun Life for filing with its papers for future reference.



SUN LIFE

*Sun Life is a trading name of AXA Sun Life Services plc which provides services to and represents only the members of the AXA Sun Life Member's Group. Registered in England No. 3499449. Registered office: 100, Cannon Row, London, EC2N 0DU.
The members of the AXA Sun Life Member's Group are regulated by the Financial Conduct Authority and are authorised to take life insurance, pensions, unit trust and investment business. The telephone number of the Sun Life Administrative Headquarters is 0117 9630 0000.
To help improve our service, telephone calls may be monitored.*

PSD 13
1/08
18/13

B.13 Succession - Statutory Declaration and Indemnity Form for Deceased Investors - Form for completion

The notes corresponding to this form are in section 3.6.

Statutory declaration and indemnity for deceased investors



Only to be completed where a Grant of Representation is not being applied for and the combined balances held in Halifax banking and savings accounts do not exceed £15,000.

Account numbers

1.	
2.	
3.	

Total balance as at the date of death (excluding interest).

£

Name of the deceased

Address of the deceased

POSTCODE

Date of death

--	--	--	--	--	--	--	--	--	--

1. Name and address

POSTCODE

2. Name and address

POSTCODE

3. Name and address

POSTCODE

4. Name and address

POSTCODE

I/We* named above declare that I am/We are*:
 *the Executor(s) named in the last will of the deceased,
 or
 *the only person/people beneficially entitled to receive the monies in the above numbered account(s).
 I/We* request Halifax plc to pay the money in the above to me/us* or in accordance with my/our* instructions.
 I/We* confirm that i/we* do not intend to apply for a Grant of Representation and one has not been obtained.

I/We* undertake to indemnify and keep indemnified Halifax plc against all demands, claims, liabilities, losses, costs and expenses whatsoever which may be incurred in consequence of any payment or transfer made.
 If the total balance is less than £5,000 complete box A overleaf.
 If the total balance is £5,000 to £15,000 complete boxes A and B overleaf.

***delete as appropriate.**

Withdrawal instruction – Type of withdrawal(s)

Cash

Transfer To roll number

...continued overleaf

Cheque withdrawal Make cheque payable to

Date withdrawal required

Funds to be *Collected* *Posted* Please tick one box

Full name and address of person collecting funds or address for cheque if it is to be posted

A Signature(s)	Date
1. <input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>

B Declared at

Before me Date

Solicitor/Commissioner for Oaths/Justice of the Peace/Notary Public (Scotland).
I/We* make this solemn declaration conscientiously believing the same to be true by virtue of the Statutory Declarations Act 1835

Signature of Declarant(s)

**delete as appropriate.*

FOR OFFICE USE ONLY

Checked by <input type="text"/>	Personnel number <input type="text"/>
Grade <input type="text"/>	Date <input type="text"/>