



Ministerial Professional Development Practice Note

Topic: Back to Basics True/False Quiz

Date: June 2022

Cover the answers while you answer the questions!

		True/False	Ans.
1	People who cannot write clearly must always bring someone along to sign for them		F
2	When a JP signs after witnessing a client signing a document, the JP becomes personally responsible to the agency for the truth and correctness of the document		F
3	You may certify a copy if the client advises the original is not available and is elsewhere.		F
4	A Statutory Declaration can be made over the telephone. [While Covid Order in force]		T
5	A JP when signing as a JP must always use their JP number and provide their full name, address and telephone number		F
6	You must always identify your client by seeing their passport, driver's licence as well as a copy of a bill and a business card or similar		F
7	You can certify a copy of a passport when a line of type is missing from the page.		F
8	If the marriage certificate is not in English and no translation available for a marriage dissolution affidavit just complete the Affidavit in usual way		F
9	For a multi party Statutory Declaration one party can declare for all the other parties.		F
10	An affidavit may be declared, sworn or affirmed		F
11	A place of residence cannot be a PO Box for either an affidavit or a statutory declaration		T
12	There is no need to cross out one of sworn or affirmed in the jurat to an affidavit		F
13	A JP must certify a copy of a passport even if it is not signed [True only for those passports belonging to a person aged under 10]		F
14	If an Affidavit is sworn it must be sworn on the Bible		F
15	Deponents or declarants to an affidavit or Statutory Declaration must sign the exhibit notes		F
16	Large attachments need to be stapled or bound together		T
17	The JP has no duty to be satisfied the affidavit belongs to the deponent		F
18	The JP should always provide the pen for the signing of an affidavit or a declaration		T

19	When a JP is asked for their occupation on a document they are dealing with the JP should always enter their profession or the word retired		F
20	A Statutory Declaration does not require a date		F
21	An affidavit can be completed on a Sunday		T
22	If a JP initials an alteration on an affidavit they must date them		F
23	There is no legal framework for JP certification of copies the authority derives from the organisation requesting the certified copy		T
24	A JP cannot witness the signature of a donor for an Enduring power of Attorney		T
25	Multi page exhibits must have numbered pages [unless it is a separation agreement for a Marriage Dissolution affidavit]		T
26	If necessary you can have a client make a statutory declaration that their copy is a true copy instead of certifying the copy yourself		T
27	For a joint Statutory Declaration each party must go to the same JP		F
28	A JP should comply with any requirement of the receiving agency about what to write on documents or how documents are to be executed		T
29	A JP cannot give legal advice to clients		T
30	A person swearing or affirming an Affidavit is called a deponent and a person declaring a Statutory Declaration is a declarant		T
31	You can say no to all prospective clients if you have had enough of being a JP		F
32	The code of ethics and code of conduct only apply when you are conducting JP business		F
33	The JP should read through every line of document presented for witnessing to make sure it is all true		F
34	When certifying a copy for a financial transaction you should always use wording in the manual.		F
35	When a Statutory Declaration or Affidavit document is declared or sworn or affirmed severally it means people take turns		T
36	If a document is pre signed you need to turn the client away and tell them to get a new one filled in and bring it back unsigned		F
37	Electronic signatures can be used for all JP tasks when delivering services on line		F
38	The taking of Statutory Declarations and Affidavits on line is mandated by the Covid Order		T
39	The only mandate for the certification of documents on line is the receiving agency for the certified documents		T
40	With all the Covid risk about it is now OK to accept money or gifts for JP services		F
41	When taking an affidavit you must, along with the client, initial all pages except the Jurat		T
42	Using an Exhibit note stamp is optional for Affidavits as long		F

	as they are marked A, B, C to match the documents referred to in the Affidavit	
43	If using an Exhibit Note you must sign, date and put your name, identify your authority and the name of your client and whether it was sworn/affirmed or declared	
44	It is optional to state the location that the Affidavit was sworn/affirmed on an Exhibit Note	
45	The Court will fix up any mistakes on incorrectly completed affidavits and this includes affidavits with no or incorrectly worded exhibit notes.	

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