



## High Court of Fiji

# Application for Appointment as a Commissioner for Oaths [and for renewals]

Important explanatory notes—please read carefully

### Application:

- This application form MUST be completed in full. If handwritten, please use block letters.

### Applicants must:

- be of good character and ability;
- be respected and have good standing in society;
- have good knowledge of local customs, cultures and traditions;
- be able to maintain independence and impartiality;
- recognise when there is a conflict of interest and then not act in that matter;
- be able to keep social distance from his or her immediate community;
- have three referees.
- provide a satisfactory police clearance report. [Application should be made in person to Criminal Records Office, Central Police Station, Suva and an application fee of \$61.30 as at 6.7.11 – paid, Police form to be completed and lodged with fees.

### Referees must:

- be persons of good standing in the community.
- have known you well for more than 5 years (do not include referees who have known you for less than 5 years).
- reside in Fiji.
- NOT be relatives by either birth or marriage.

### Changes of address:

- Once you have been appointed it is essential that you notify the High Court Registry of any change of address within 14 days.

### Required documents to be forwarded to High Court Civil Registry, Govt. Bldgs, Suva:

1. Official Commissioner for Oaths form to be filled by applicants with a supporting letter detailing reason for application
2. Curriculum Vitae including details of community service done
3. References (read above)
4. Receipt for Police Clearance report, and copy of police clearance report
5. 2 x passport size photos
6. One certified copy of ID [e.g. Driving License, FNP Card, Passport, Electronic Voter Registration card]
7. Filing fee of \$100 + vat to be paid at High Court Registry
8. Any other documents that support your application

## **Personal Details**

1.	Surname:	
2.	Forenames:	
3.	Title: (Mr./Mrs./Ms./Dr):	
4.	Date of Birth:	
5.	Place of Birth:	
6.	Telephone:	
7.	Mobile No.	
8.	Postal address:	
9.	Residential Address:	
10.	Email address:	
11.	TIN No.	
12.	Passport No.	
13.	Driving Licence No.	
14.	Car Registration No.	
15. i)	Name of next of Kin:	
ii)	Telephone: Mobile No.	
iii)	Residential Address:	

### **The following additional information is also required**

16.	Are you a Fiji Citizen? Yes/No	
17.	If not, how long have you resided in Fiji?	

18.	Have you ever been declared bankrupt? Yes/No	
19.	Have you ever (i) had a receiving order made against you or (ii) consented to orders against you in bankruptcy proceedings or (iii) committed an act of bankruptcy? If so, give details.	Yes/No  Yes/No  Yes/No
20.	Are there any civil proceedings likely to be issued or already pending against you? If so, give details.	
21.	What languages do you speak?	
22.	What level of education did you attain? List your academic qualifications (please provide copies of certificates awarded to you):	
23.	Official Appointments (if any):	

24.	Have you previously applied for appointment as either a Justice of the Peace or as a Commissioner for Oaths in Fiji:                      Yes .....                      No .....
25.	If YES, please indicate the year the application was lodged:  .....

<b>26.</b>	<b>Employment Particulars:</b>	
	Present occupation:	
27.	Employer's name (or state if self- employed):	
28.	Work address:	
29.	Work Telephone:	
30.	Work Fax No:	
31.	Length of service:	
32.	Previous employer's name:	
33.	Position Held: Length of Service:	
34.	Any other previous employer's name:	
35.	Position Held: Length of Service:	

36.	<b>Do you have any convictions?</b>	
	Yes/No If yes, please specify:	

37.	<b>Membership of clubs/associations etc or details of participation in community</b>	
	<b>Projects:</b>	
	Name Position held/responsibilities:  Please specify:	

38.	<b>Referees (three names and addresses required):</b>	
	Please ensure your referees know you sufficiently well to comment and are aware of this application. A referee cannot be a family member.	

39.	Name: [1 <sup>st</sup> Referee]	
40.	Telephone:	
41.	Postal address:	
42.	Email address:	

43.	Name: [2 <sup>nd</sup> Referee]	
44.	Telephone:	
45.	Postal address:	
46.	Email address:	
47.	Name: [3 <sup>rd</sup> Referee]	
48.	Telephone:	
49.	Postal address:	
50.	Email address:	

**DECLARATION**

I (full name)..... hereby apply for appointment as a Commissioner for Oaths in Fiji. I am willing, if appointed, to undertake all duties attached and abide by the law and rules as they relate to the role of a Commissioner for Oaths.

I give my consent to the Chief Registrar and his or her authorized employees to conduct a criminal history check on me and to make confidential inquiries from the Police, the Courts, Immigration or other relevant authority as to my character, and suitability and financial probity for appointment as considered necessary.

I further declare that I do not have any physical or mental incapacity that may affect the exercise of my functions if appointed as a Commissioner for Oaths.

I acknowledge that, if appointed, I will not knowingly perform the functions of a Commissioner for Oaths in relation to a matter before me in circumstances that would give rise to a conflict of interest.

I hereby declare that the statements made in this, my application for appointment as a Commissioner for Oaths and any attachments in support of this application, are true and correct in every material particular.

I understand that any material non disclosure made or false information provided by me in this expression of interest may result in the revocation of my subsequent appointment.

Declared at..... this .....day of.....20.....

Signature of Applicant:.....

Witnessed by:.....  
(Commissioner for Oaths or JP, District Officer, Head Master/Teacher or Police Officer of Inspector Rank or above)