

## **GUIDELINES FOR APPLICANTS COMPLETING THE CONFIRMATION OF ABORIGINALITY AND/OR TORRES STRAIT ISLANDER IDENTITY FORM**

The University of Technology, Sydney and its delegates require any applicant seeking a benefit or opportunity based in part upon their Aboriginal and/or Torres Strait Islander identity to provide formal confirmation of that identity.

For example anyone wishing to be considered for alternative entry into a UTS course, applying for a scholarship, must provide evidence of their Aboriginal and Torres Strait Islander identity.

**For UTS's purposes you may confirm your Aboriginal and/or Torres Strait Islander identity in one of two ways:**

a. Provide a certified copy of a formal document confirming your Aboriginal and/or Torres Strait Islander identity.

This should be from an incorporated Aboriginal or Torres Strait Islander organisation stating that the organisation recognises you as an Aboriginal and/or Torres Strait Islander. This document should also contain the seal of the organisation. (More information about this can be found on the information sheet included with this form)

or

b. Alternatively you may complete and submit the statutory declaration on the following page, it needs to be certified by a justice of the peace or similar (see pages 3-4 for further information).

If you have any questions about what to do please contact Jumbunna Indigenous House of Learning on 1800064312 and ask to speak to one of our Recruitment and Events Officers who would be happy to assist.

### **Submission:**

You may submit the document directly to Jumbunna IHL at [atsirecruitment@uts.edu.au](mailto:atsirecruitment@uts.edu.au) or fax it to 02 9514 1894 or post it.

Our postal address is:

Outreach Officer  
Jumbunna Indigenous House of Learning  
PO Box 123  
Broadway 2007

### **Applicants should note:**

**Section 11 of the Statutory Declarations Act 1959 (Cth)** provides that a person must not intentionally make a false statement in a Statutory Declaration. The penalty for intentionally making a false statement in a Statutory Declaration is 4 years imprisonment.

**Rule 5.1.2 of the UTS Student and Related Rules** provides that applicants for admission to a course are required to provide accurate and complete information, including disclosure of all their previous academic information and study as required on the application form. Applicants who fail to do so may have their application cancelled, the offer withdrawn and their admission and enrolment cancelled (refer [Rule 5.6](http://www.gsu.uts.edu.au/rules/student-index.html)). (<http://www.gsu.uts.edu.au/rules/student-index.html>)

# STATUTORY DECLARATION

## STATUTORY DECLARATIONS ACT 1959 (CTH)

Declaration of Aboriginal and/or Torres Strait Islander Identity

I, \_\_\_\_\_  
\_\_\_\_\_ Of, \_\_\_\_\_  
\_\_\_\_\_  
(full name, address and occupation of applicant please)

make the following declaration under the *Statutory Declarations Act 1959* (Cth):

1. I declare that I understand that the Commonwealth of Australia, for the purpose of administering programs for Aboriginal and Torres Strait Islander people, defines Aboriginal and/ or Torres Strait identity as any person who:

- (a) is Aboriginal and/or Torres Strait Islander;
- (b) identifies as an Aboriginal and/or Torres Strait Islander; and
- (c) is accepted as such by the Aboriginal and/or Torres Strait Islander community in which they live.

2. I declare that I understand the definition of Aboriginal and/ or Torres Strait identity as described in paragraph one of this Statutory Declaration and do solemnly declare that I am an Aboriginal and/or Torres Strait Islander person in accordance with that definition.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959* (Cth), and I believe that the statements in this declaration are true in every particular.

\_\_\_\_\_  
(Signature of applicant)

Declared at \_\_\_\_\_ (place)

on the \_\_\_\_\_ of \_\_\_\_\_ 20 \_\_\_\_\_  
(day) (month) (year)

Before me:

\_\_\_\_\_  
(signature of person before whom declaration is made)

\_\_\_\_\_  
(full name, qualification and address of person before whom declaration is made IN PRINTED LETTERS)

## STATUTORY DECLARATIONS REGULATIONS 1993 - SCHEDULE 2

### Persons before whom a statutory declaration may be made

[\(regulation 4\)](#)

#### Part 1 Occupations

Item	Occupation
101	Chiropractor
102	Dentist
103	Legal practitioner
104	Medical practitioner
105	Nurse
106	Optometrist
107	Patent attorney
108	Pharmacist
109	Physiotherapist
110	Psychologist
111	Trade marks attorney
112	Veterinary surgeon

Item	Person
201	Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
202	Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the <a href="#">Consular Fees Act 1955</a> )
203	Bailiff
204	Bank officer with 5 or more continuous years of service
205	Building society officer with 5 or more years of continuous service
206	Chief executive officer of a Commonwealth court
207	Clerk of a court
208	Commissioner for Affidavits
209	Commissioner for Declarations
210	Credit union officer with 5 or more years of continuous service

- 211 Employee of the Australian Trade Commission who is:
- (a) in a country or place outside Australia; and
  - (b) authorised under paragraph 3 (d) of the [Consular Fees Act 1955](#) ; and
  - (c) exercising his or her function in that place
- 212 Employee of the Commonwealth who is:
- (a) in a country or place outside Australia; and
  - (b) authorised under paragraph 3 (c) of the [Consular Fees Act 1955](#) ; and
  - (c) exercising his or her function in that place
- 213 Fellow of the National Tax Accountants' Association
- 214 Finance company officer with 5 or more years of continuous service
- 215 Holder of a statutory office not specified in another item in this Part
- 216 Judge of a court
- 217 Justice of the Peace
- 218 Magistrate
- 219 Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the [Marriage Act 1961](#)
- 220 Master of a court
- 221 Member of Chartered Secretaries Australia
- 222 Member of Engineers Australia, other than at the grade of student
- 223 Member of the Association of Taxation and Management Accountants
- 224 Member of the Australian Defence Force who is:
- (a) an officer; or
  - (b) a non-commissioned officer within the meaning of the [Defence Force Discipline Act 1982](#) with 5 or more years of continuous service; or
  - (c) a warrant officer within the meaning of that Act
- 225 Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

226	Member of:	Part 2	Other persons
	(a) the Parliament of the Commonwealth; or		
	(b) the Parliament of a State; or		
	(c) a Territory legislature; or		
	(d) a local government authority of a State or Territory		
227	Minister of religion registered under Subdivision A of Division 1 of Part IV of the <a href="#">Marriage Act 1961</a>		
228	Notary public		
229	Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public		
230	Permanent employee of:		
	(a) the Commonwealth or a Commonwealth authority; or		
	(b) a State or Territory or a State or Territory authority; or		
	(c) a local government authority;		
	with 5 or more years of continuous service who is not specified in another item in this Part		
231	Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made		
232	Police officer		
233	Registrar, or Deputy Registrar, of a court		
234	Senior Executive Service employee of:		
	(a) the Commonwealth or a Commonwealth authority; or		
	(b) a State or Territory or a State or Territory authority		
235	Sheriff		
236	Sheriff's officer		
237	Teacher employed on a full-time basis at a school or tertiary education institution		
238	Member of the Australasian Institute of Mining and Metallurgy		

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**AIATSIS**  
AUSTRALIAN INSTITUTE OF  
ABORIGINAL AND TORRES STRAIT  
ISLANDER STUDIES

## FACT SHEET 11

# Proof of Aboriginality or Torres Strait Islander Heritage

*Worldwide knowledge and understanding of Australian Indigenous cultures, past and present*

Your Aboriginal or Torres Strait Islander heritage is something that is personal and you do not need a 'letter of confirmation' to identify as an Indigenous person. However you may be asked to provide a confirmation of Aboriginal and/or Torres Strait Islander form or letter when applying for Indigenous-specific services or programs such as:

- Grants (such as Indigenous housing loans, research and study grants)
- University courses (with specific positions for Indigenous students)
- Centrelink and housing assistance (Indigenous-specific)
- Employment (Indigenous identified positions)
- School programs for Indigenous students

**PLEASE NOTE: The AIATSIS Family History Unit is not able to comment on, prove or provide confirmation of anyone's Aboriginal or Torres Strait Islander Heritage.**

The following is intended as a guide only. Guidelines and procedures may vary from region to region and between organizations. Universities, schools and government departments will often supply you with a form for this purpose

## Why is it so involved?

These services and programs are intended to address the social, health and educational issues that Indigenous people often face as the result of past removal policies and inadequate educational, employment and health services. Requesting proof of Aboriginal or Torres Strait Islander heritage from applicants helps to make sure that this intention is honoured.

## How do I obtain proof of my Aboriginal and/or Torres Strait Islander heritage?

### Step 1 – Gather as much information about your family history and heritage as possible

When applying for a letter of proof of Aboriginal and/or Torres Strait Islander heritage through an Indigenous organisation, you are likely to be requested to explain your heritage to their committee. For this reason it is often useful to gather as much information about your family history as you can before you contact them. This is particularly important if you or your ancestors have been displaced from your heritage.

Examples of useful information include birth, death and marriage certificates that trace your family to a particular Aboriginal station or reserve, oral history stories and even photographs. The AIATSIS Family History Unit is able to assist you with the family history research that you may need to undertake to demonstrate your Indigenous heritage and/or the area that your family is from.

### Step 2 – Contact an Indigenous organisation

A 'letter of confirmation' is usually obtained from an incorporated Indigenous organization and must be stamped with their common seal. It is useful to contact an organization where you family is from, if possible, as someone in the community might know of or remember your family.

An Indigenous organization in the area where you live may also be able to provide you with this confirmation. For instance, if you live in Canberra and your family is from the Canberra region, you could contact the Ngannawal Land Council in Queanbeyan. If you live in Canberra but your family is from elsewhere, you would contact the Land Council in the area your family came from or were known in.

To find the contact details of a Land Council or other Indigenous community organization, try searching the Yellow Pages online [www.yellowpages.com.au](http://www.yellowpages.com.au). Type 'Aboriginal' in the WHAT box and the place name in WHERE. In the print version of the Yellow Pages, look under 'Aboriginal & Torres Strait Islander Associations & Organizations'.



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## Do I meet the criteria for official confirmation?

There are three criteria which Indigenous organisations will usually require you to satisfy before they will provide you with a proof of Aboriginal or Torres Strait Islander heritage letter. These criteria are outlined in the ATSIC Act and are:

1. Being of Aboriginal or Torres Strait Islander descent
2. Identifying as an Aboriginal or Torres Strait Islander
3. Being accepted as such by the community in which you live, or formally lived

You will often be asked to demonstrate that you are known within the Aboriginal and/or Torres Strait Islander community where you live or where your family is from.

