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 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 Applicants who fail to do so may have their application cancelled, the offer withdrawn and their admission and enrolment cancelled (refer Rule 5.6).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)
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 (day) month (month) year (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)
### Persons before whom a statutory declaration may be made

**[regulation 4]**

**Part 1**

**Occupations**

<table>
<thead>
<tr>
<th>Item</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>Chiropractor</td>
</tr>
<tr>
<td>102</td>
<td>Dentist</td>
</tr>
<tr>
<td>103</td>
<td>Legal practitioner</td>
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<tr>
<td>104</td>
<td>Medical practitioner</td>
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<td>105</td>
<td>Nurse</td>
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<tr>
<td>106</td>
<td>Optometrist</td>
</tr>
<tr>
<td>107</td>
<td>Patent attorney</td>
</tr>
<tr>
<td>108</td>
<td>Pharmacist</td>
</tr>
<tr>
<td>109</td>
<td>Physiotherapist</td>
</tr>
<tr>
<td>110</td>
<td>Psychologist</td>
</tr>
<tr>
<td>111</td>
<td>Trade marks attorney</td>
</tr>
<tr>
<td>112</td>
<td>Veterinary surgeon</td>
</tr>
</tbody>
</table>

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

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

Fellow of the National Tax Accountants’ Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this Part

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

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

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
Part 2

Other persons

226  Member of:

(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 *Marriage Act 1961*

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
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

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 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 Ngunnawal 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’.

Last updated: February 2011
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.

CRITERIA 1: Do you have family history information that shows your heritage?

Yes

CRITERIA 2: Do you identify as an Aboriginal and/or Torres Strait Islander person?

Yes

CRITERIA 3: Are you known as an Aboriginal and/or Torres Strait Islander person in either Indigenous the community where you live or where your family is from?

Yes

Have you traced your family history?

Yes

You may need to provide stronger evidence of your heritage.

You may wish to research your family history.

See Fact Sheet 2 for advice on starting your family history search.

No

Is anyone in your family known in the Indigenous community? Were your grandparents etc known in the community they were from?

Yes

This may help you with your application for 'Proof of Aboriginality and/or Torres Strait Islander Heritage'

Last updated: February 2011