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| Honorary Justice Services Support |
| Logbook: Authorised Witness Written Record (Queensland) |

# Logbook: Authorised Witness Written Record for Queensland Titles Registry Forms

**Land Title Act 1994 section 162 Obligations of the witness for an Individual**

* When witnessing documents under the Queensland Government Land Act 1994 a written record must be kept of the steps taken to verify the identity of the individual.
* Originals or copies of the documents and other evidence provided to or otherwise obtained by the authorised witness must be kept (s162(3)(ab)).
* This written record must be kept for seven years (s162(3)).

**A Victorian Justice of the Peace should:**

* fill out all the details in each column of the Logbook: Authorised Witness Written Record for Queensland Titles Registry Forms

## Record-keeping

* A Victorian Justice of the Peace must keep a record of the witnessing of Queensland Titles Registry Forms for a period of seven years.
* A Victorian Justice of the Peace cannot ask a third party (such as the Department of Justice and Community Services) to store the record/logbook and documents on their behalf.
* The Victorian Justice of the Peace who witnesses the documents is responsible for keeping the record.
* There are penalties attached if the authorised witness cannot produce the written record when requested.

## Further Details

Honorary Justices Support Services [jp@justice.vic.gov.au](mailto:jp@justice.vic.gov.au)

Queensland JP Handbook [4.1 Witnessing Titles Registry Forms in the Queensland Justices of the Peace (Qualified)](https://www.publications.qld.gov.au/ckan-publications-attachments-prod/resources/a89c250d-9bfd-4beb-b644-aa83fef53313/the-duties-of-justices-of-the-peace-qualified-handbook.pdf?ETag=97159a9823bbf2123497fbfaf4fbccbe)

Victorian Justice of the Peace (JP) Name: Click or tap here to enter text.

Victorian JP Address: Click or tap here to enter text.

Victorian JP Registration Number: Click or tap here to enter text.

| Date and time[[1]](#endnote-2) | Full name of individual (signatory)[[2]](#endnote-3) | Document witnessed[[3]](#endnote-4) | Lot on plan[[4]](#endnote-5) | Title reference[[5]](#endnote-6) | Evidence supporting the address of the property sighted[[6]](#endnote-7) | Location of signing[[7]](#endnote-8) | Identification category sighted[[8]](#endnote-9) | Type of identification sighted[[9]](#endnote-10)  (note: do not record specific document numbers) |
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## End Notes

1. Date and time that the document was witnessed (same as written in the HJSS eLogbook system) [↑](#endnote-ref-2)
2. Name of the person buying or selling [↑](#endnote-ref-3)
3. Type of document witnessed, for example, the Queensland Government “Form 1 Transfer” [Form 1 Transfer](https://www.titlesqld.com.au/wp-content/uploads/2021/05/titles-form-1-version5.pdf) [↑](#endnote-ref-4)
4. Lot on plan description: The description of the relevant lot/s should always read ‘Lot [no.] on [plan reference]’ for example, Lot 27 on RP 204939 (page 1-2, Land Title Practice Manual (Queensland)) [↑](#endnote-ref-5)
5. A Title Reference is a unique 8 digit identifier for a title [↑](#endnote-ref-6)
6. Ensure the signatory is the holder of the relevant interest in the property (e.g. sight evidence that they are the holder (registered proprietor) or about to become the holder of the relevant interest in the land..” duties of Justices of the Peace (Qualified) Handbook, page 4.11/4). [↑](#endnote-ref-7)
7. Write the location where the documents were witnessed [↑](#endnote-ref-8)
8. VOIP – write the category of identification documents sighted, that is, Level 1, 2 or 3 [↑](#endnote-ref-9)
9. Write the type of identification documents sighted, for example, a Passport or Drivers Licence (do not record any document numbers) [↑](#endnote-ref-10)