**QCAT declaration form for the use of audio, video and/or photographs in tribunal proceedings**

|  |  |
| --- | --- |
| **Case Number:** |  |
| **Parties Names:**  |  |
| **Your Name:****(e.g. the person filing this evidence)** |  |
| **Your Best Contact Number:****(e.g. mobile number)** |  |
| **Date Filed:** |  |

1. Please provide the name of the person who created the audio, video or photographs?
2. Please provide the date in which the audio, video or photographs were created?
3. Please provide the manner in which the audio, video or photographs were created? (e.g. a direct copy of the original source; downloaded from the internet; this is the original source, etc)
4. Please provide the following information about the material on the USB storage device.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **File name** | **File type** **(MP3, WAV etc)** | **Description of the material and short statement about the document’s relevance** | **File size** | **Length of recording (if applicable)**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**DECLARATION**

I declare that:

[ ]  the USB storage device does not contain a virus.

[ ]  the USB storage device does not contain confronting, offensive and/or sensitive material. In the event that the storage device does contain confronting, offensive and/or sensitive material which is required for a tribunal proceeding, that an appropriate ‘WARNING – CONFRONTING/OFFENSIVE/SENSITIVE MATERIAL ENCLOSED’ has been attached to the storage device.

I understand that:

[ ]  the USB storage device will not be returned after the hearing.

[ ]  I must give a copy of the USB storage device to the other party/parties (if applicable).

Print Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_