WEST TEXAS A & M UNIVERSITY
POLICE DEPARTMENT

AFFIDAVIT INSTRUCTIONS

Step #1: Fill in the day, month, year, and time you started writing this affidavit at the top of the form just under the double line. Put your name after “personally appeared”. Remember, this is a legal document and you are under oath that this affidavit is true and correct as best you can recall; upon oath you are going to depose and state:

Step #2: Use your full legal name and your date of birth. For your address use your post office box number with proper zip code. If your mail comes to your residence, use that address and proper zip code.

Step #3: Tell in your own words what happened in a chronological order. THINGS THAT ARE IMPORTANT: First and last names, dates, times, serial numbers, model numbers, telephone numbers including area codes, PO box numbers, age of persons, description of persons, vehicle license plate numbers, vehicle description, inside/outside vehicle color, etc. If a theft occurred, list all items stolen and what you paid for that item. Be as specific and descriptive as possible. Remember the more you can give the police, the more the police will have to work with in resolving your case.

Step #4: When you reach the end of the last line on the affidavit form, go on to a new form. DO NOT SIGN THE AFFIDAVIT FORM, IT MUST BE SIGNED IN THE PRESENCE OF AN OFFICER. Fill in your name, date of birth, and address at the top of the new form to identify that it is your affidavit form. If more forms are needed than are supplied, you may make as many copies as needed to complete, rewrite, or make corrections on your affidavit. Upon the completion, bring your affidavit to UPD between 8:00 a.m. and 4:00 p.m. Monday-Friday and request to see an officer. He will go over your affidavit with you and upon satisfaction, will notarize the affidavit.

Step #5: Your affidavit must be brought to UPD within the time the officer issuing this affidavit packet gives up. Until your affidavit is returned, your case cannot be investigated. If you have any questions, feel free to contact the Criminal Investigation Division during regular business hours, 8:00 a.m. to 4:00 p.m. Monday-Friday at (806) 651-2300.

IR# __________________________________________
Return Date ________________________________
Officer ______________________________________
STATE OF TEXAS
COUNTY OF RANDALL

BEFORE ME, the undersigned, on this _______________ day of _______________________, 20___, at
_______ o’clock___. M., personally appeared _______________________________________, who after
being duly sworn, upon oath deposes and states:

  My name is ______________________________________; My date of birth is____________;
  My address is__________________________________________, DL#_________________________.

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I have read the forgoing statement and it is true and correct. I gave the same upon my solemn oath, fully
realizing that false swearing is a criminal offense under the laws of the State of Texas.

____________________________________________
Affiant

Witness:

SWORN TO AND SUBSCRIBED BEFORE ME, this _______ day of ________________________,
20___, to certify which witness my hand and seal of office.

Page_____ of _______.                                                _________________________________________

Peace Officer              ID#
I swear that the above statement is true and correct.

____________________________ Signature

Subscribed and sworn to before me the undersigned authority on this, the _____ day of
____________________________, 20 ___.

____________________________
Peace Officer for the State of Texas

Update: September 19, 2012
I swear that the above statement is true and correct.

________________________________________ Signature

Subscribed and sworn to before me the undersigned authority on this, the _____ day of
_________________________________________, 20 ____.

________________________________________

Peace Officer for the State of Texas

Update: September 19, 2012
West Texas A&M University
Police Department
Property Loss Statement

Name _____________________________ Date ________________ IR# _________

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<th>Quantity</th>
<th>Description of Property</th>
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Total loss value $ ________________________________

__________________________________________
Signature              Date

__________________________________________
Officer

Update: September 19, 2012