

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 _____

WEST TEXAS A&M UNIVERSITY POLICE DEPARTMENT
WITNESS AFFIDAVIT

STATE OF TEXAS
COUNTY OF RANDALL

CASE NUMBER _____
OFFICER _____

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#_____.

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# _____

STATEMENT CONTINUATION

IR# _____

Page # ___ of ___

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# _____

Quantity	Description of Property	Value

Total loss value \$ _____

Signature

Date

Officer

Update: September 19, 2012