



University Police Department
6 Eureka Circle, Wichita Falls, Texas 76308
☎ 940.397.4239 f 940.397.4055

Affidavit Instructions

Upon completion, your affidavit will be a written statement of facts, voluntarily made, under oath or affirmation, administered by a person authorized to do so by law (a police officer or notary).

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.”
2. Use your full legal name and your date of birth. Use your local address or your local post office box number with proper zip code.
3. Write, in your own words, what happened, in 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.

4. When you reach the end of the last line on the affidavit form, go on to a new page. 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 completion, turn your affidavit in to a police officer at the University Police Department.

PLEASE DO NOT SIGN THE AFFIDAVIT FORM; IT MUST BE SIGNED IN THE PRESENCE OF AN OFFICER.

5. It is imperative that your affidavit be delivered to UPD at your earliest convenience. Until your affidavit is returned, your case cannot be investigated. If you have any questions, feel free to contact the department investigator or any police sergeant at 940-397-4239.

CR# _____

Return Date _____

Officer _____

MIDWESTERN STATE UNIVERSITY POLICE DEPARTMENT
WITNESS AFFIDAVIT

STATE OF TEXAS
COUNTY OF WICHITA

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# .

(Multiple blank lines for providing a detailed statement or testimony.)

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

Case # _____

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

