FIRST CHOICE
MOBILE NOTARY & APOSTILLE

(866) 828-6856
Book an Appointment Online
www.firstchoicemobilenotary.com

How to Complete an Affidavit of Lost Document

When an Original Certificate, Title, Card, or Paper Is Lost, Stolen, or Destroyed

INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR AFFIDAVIT OF LOST DOCUMENT.

About this form. Companies and organizations that issued an original document — a certificate, warranty, membership, contract, title, or similar paper — often accept a **sworn, notarized statement** that it was lost before they will issue a replacement or act without it. This general affidavit covers the facts most issuers ask for.

1. **Check whether the issuer has its own form**
   Government agencies usually require their own forms: the DMV for vehicle titles, the State Department for passports, vital records offices for birth and marriage certificates. Use theirs when required.
2. **Describe the document**
   Enter the type of document, any number on it, who issued it, the date, and whose name it is in.
3. **Explain the loss**
   Mark whether it was lost, stolen, destroyed, or damaged, and briefly describe when and how. Add a police report number if it was stolen.
4. **Confirm the search and no transfer**
   Sign only if you searched for it and never gave, sold, or pledged it to anyone.
5. **Sign under oath in front of a notary**
   Do **not** sign ahead of time. Bring a current government-issued photo ID. We come to you.
6. **Send it to the issuer**
   Send the affidavit to the issuer with any fee or form they require, and keep a copy.

Good to Know

- For a lost promissory note, use the Lost Note Affidavit. For a lost stock certificate, the transfer agent will send its own form and may require a bond.
- If a lost document could be misused (for example, an ID), report it promptly to the issuer and, if stolen, to the police.
- A false statement in this affidavit is perjury.

Need a Notary? We Come to You.

Homes • Hospitals • Care Facilities • Offices • Available Anytime
Mobile notary and apostille services.

California-Commissioned Notaries

SCAN TO BOOK

Questions about this document? Talk to an attorney. Gavrilov & Brooks Law Firm has attorneys licensed in California, Nevada, and other states. Phone and video consultations are available. **(916) 504-0529** · **www.gavrilovlaw.com**

This form is provided as a free convenience. First Choice Mobile Notary & Apostille is not a law firm, and a notary public who is not an attorney cannot give legal advice or help you decide what to write on this form. These instructions are general information only and are not legal advice. If you have questions about your situation, consult a licensed California attorney. © 2027 First Choice Mobile Notary & Apostille. All rights reserved. This form may be filled in and printed for personal use; it may not be copied, altered, or redistributed for commercial purposes.

YOUR FORM BEGINS ON THE NEXT PAGE

AFFIDAVIT OF LOST DOCUMENT

Sworn Statement of a Lost, Stolen, or Destroyed Document

State of California)

County of _____) ss.

I, the undersigned affiant, being first duly sworn according to law, depose and say:

1. Affiant.

_____ _____

(full legal name) (phone)

_____

(address, city, state, ZIP)

2. The document.

_____ _____

(type of document, e.g., certificate, title, card, letter, contract) (document or serial number, if known)

_____ _____ _____

(issued by) (date issued) (name shown on the document)

I am the lawful owner or holder of this document and am entitled to possess it.

3. Loss. The document was (mark one) ☐ lost ☐ stolen ☐ destroyed ☐ damaged beyond use, on or about

_____ _____

(date or approximate date) (where and how it happened)

If stolen, a police report was filed (optional): report number _____.

4. Search and no transfer. I have made a diligent search for the document and cannot find it. I have not sold, assigned, pledged, endorsed, or otherwise transferred the document or any interest in it, and no one else is entitled to it.

5. Request and return. I request that the issuer or holder (mark all that apply) ☐ issue a replacement ☐ cancel the original ☐ accept this affidavit in place of the original. If I find the original, I will promptly return it or surrender it for cancellation.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____ , at _____

(date) (city and state)

_____ _____

(signature of affiant) (printed name)

Sign only in front of the notary, who will place you under oath and complete the jurat on the next page.

© 2027 First Choice Mobile Notary & Apostille • Serving California • (866) 828-6856 • firstchoicemobilenotary.com

JURAT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

County of _____)

Subscribed and sworn to (or affirmed) before me on this _____ day of _____ , 20 _____

by _____

(name(s) of signer(s))

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(Seal)

Signature _____