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How to Complete Your General Affidavit

Sworn Statement of Facts Signed Under Oath Before a Notary

INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR GENERAL AFFIDAVIT.

About this form. An affidavit is a written statement of facts that you swear, under oath and penalty of perjury, is true. Banks, government agencies, schools, employers, and courts often ask for one — for example, to confirm your identity or address, explain a name difference, report a lost document, confirm a relationship, or describe an event you witnessed. If an agency gave you its own affidavit form, use that form instead.

1. **Fill in your name and address**
   Use your full legal name as it appears on your ID, and enter the county where you will sign in the “County of” line (or leave it for the notary).
2. **Write your statement of facts**
   Use short, numbered sentences, for example: “1. I have lived at 123 Main Street, Sacramento, since June 2020.” Include only facts you personally know — dates, places, names, and what happened.
3. **Keep it to facts**
   Avoid opinions, guesses, and legal conclusions. If you are not sure what to write, ask the person or agency that requested the affidavit. A notary cannot help you decide what to say.
4. **Need more room?**
   Attach extra pages, mark the box with the number of pages, and sign or initial each one.
5. **Sign under oath in front of a notary**
   The notary will place you under oath and complete the jurat. Do **not** sign ahead of time. Bring a current government-issued photo ID. We come to your home, office, hospital, or care facility.
6. **Know what you are signing**
   Making a false statement in an affidavit is perjury, a crime in California. Read the whole statement carefully before you sign.

After It’s Notarized

- Give the original to the person or agency that requested it, and keep a copy for your records.
- If the affidavit will be used in another country, it may also need an apostille. First Choice provides apostille services.
- If you need to change anything later, sign a new affidavit rather than editing the notarized one.

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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**

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YOUR FORM BEGINS ON THE NEXT PAGE

GENERAL AFFIDAVIT

Sworn Statement of Facts

State of California)

County of _____) ss.

I, the undersigned affiant,

_____ _____

(full legal name of affiant) (date of birth)

_____ _____ _____ _____

(residence address) (city) (state) (ZIP Code)

being of legal age and first duly sworn according to law, depose and say that I have personal knowledge of the facts stated below, and that if called as a witness I could and would testify competently to them:

STATEMENT OF FACTS

State each fact in your own words, in numbered sentences. Include only facts you personally know to be true.

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

11 _____

12 _____

Additional pages: ☐ None ☐ _____ additional page(s) are attached and made part of this affidavit, each signed or initialed by me.

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 of affiant)

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

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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 _____