

Instructions for Compiling a Valid Affidavit and/or Statement of Fact

These instructions are for anyone (including non-members) who wishes to submit a formal complaint / statement of fact / or affidavit in their own name. These statements may be forwarded to various authority figures or anti-corruption advocates for independent actioning, which means that they carry the same weight as legal documents. So please ensure that the details are accurate, and that you are willing to back up your statement in person, if needs be. If you are already a signed-up member of Integrity Ireland, or intend to become a member, you may submit this 'free-flowing statement' as an addendum to our standard complaint forms, but we will still need a valid application form and synopsis of your case if you wish to avail of the full benefits of I-I membership; such as support at court hearings, publication of your case, and access to our secure website and confidential databases.

Box 'A': Your statement must begin in a format that contains the following details:

Statement of Evidence / Affidavit of (full name).....D.O.B.....

of (full address).....

I (print your name).....being eighteen years or older, hereby declare that this statement which contains (no of pages)..... pages, is true to the best of my knowledge and belief and I make this statement knowing that if it is tendered in evidence I will be liable for prosecution if I say anything in it which I know to be false or misleading or do not believe to be true.

(Your signature).....Date.....

Ideally, the body of your statement should either be printed or typewritten, but good handwriting is also acceptable. It will be more helpful to the end-reader if you summarise the main issue(s) at the beginning, and then go into more detail using numbered paragraphs. Be careful not to leave large spaces between paragraphs so as to avoid any risk of subsequent alterations, and if there is any space between the end of your statement and the final signature(s), then you should draw a diagonal line through that space too. If you make any amendments yourself, you should initial each line where you have made changes – or better still, rewrite the statement from scratch. When you have finished your statement you should sign it again in the presence of an independent witness – preferably a solicitor or a commissioner for oaths (for which there may be a modest charge of around €10), and make sure the witness' name and contact details are clearly noted as shown in Box 'B' below:

Signed before me (witness name).....by (your name).....

Who is known to me, and I am a commissioner of oaths* / practising solicitor* (delete as required)

Location.....Date.....

Witness signature.....Declarant.....

Statement of Evidence / Affidavit of *(full name)*.....D.O.B.....

of *(full address)*.....

I *(print your name)*.....being eighteen years or older, hereby declare that this statement which contains *(no of pages)*..... pages, is true to the best of my knowledge and belief and I make this statement knowing that if it is tendered in evidence I will be liable for prosecution if I say anything in it which I know to be false or misleading or do not believe to be true.

(Your signature).....Date.....

Text of statement here..

Signed before me *(witness name)*.....by *(your name)*.....

Who is known to me, and I am a commissioner of oaths* / practising solicitor* *(delete as required)*

Location.....Date.....

Witness signature.....Declarant.....