

FORM OF AFFIDAVIT

Commonwealth of Pennsylvania }
County of _____ } SS:

Before me, the undersigned notary public, personally appeared _____
_____ to me known or proven, who being
duly sworn according to law, doth depose and say _____

and further deponent sayeth not.

Signature of Affiant

Sworn to and subscribed before me this
_____ day of _____ 20 _____.

Notary Public



FORM OF AFFIDAVIT

Affi-da-vit is a voluntary, written, sworn statement made by your customer, before you, the notary.

Before administering an affidavit, you must positively identify your customer using one of the following methods:

1. **Personal Knowledge** - Use this method if you have known your customer for a length of time and in a number of different circumstances.
2. **Satisfactory Evidence** - Use this method to identify customers you do not know through personal knowledge. You may accept a current government-issued identification card that bears a photograph, signature or physical description of the bearer and a serial or identification number.

If your customer does not have proper government-issued identification, you may accept the testimony of a *credible witness* to identify your customer. A credible witness is a person personally known to you and to your customer who testifies under oath to the identity of your customer.

After properly identifying your customer, ask them to swear or affirm that the statement made is true. You may ask them to raise their right hand or place their hand on a Bible or other holy book; however, this is not necessary.

Fill out the Form of Affidavit using the instructions below and complete your register entry.

Instructions for completing the Form of Affidavit:

1. Complete the *venue*. The venue contains the name of the state and the county where the notarization is performed. SS: stands for *scilicet*, an archaic term meaning "that is to say."
2. Fill in the name and address of your customer after identifying the customer according to law.
3. Write the statement to which the customer is swearing.
4. Ask your customer to sign his or her legal name.
5. Complete the *jurat*. The jurat is a statement by you, the notary, that indicates when and before whom an oath or affirmation was administered. Write the date when the affidavit was taken. The date must be the date the customer appeared before you. It is unlawful to pre-date or post-date an affidavit
6. Sign your official signature above your title.
7. Place your official rubber stamp seal near your signature. Try not to overlap your signature or any text on the document.
8. Impress your embossing seal on the document near your signature if you choose to use an embossing seal. Although this is no longer required by law (as of July 1, 2003), you are permitted to use an embossing seal if you desire or if your customer requests it.

FORM OF AFFIDAVIT

Commonwealth of Pennsylvania } SS: 1
County of Allegheny } 2

Before me, the undersigned notary public, personally appeared Francis J. Donovan,
123 Grant St., Pittsburgh, PA 15222 to me known or proven, who being
duly sworn according to law, doth depose and say that he examined check 3
No. 534 drawn from Last Chance Bank, Pittsburgh, Pa. The check,
dated March 13, 2005, in the amount of \$500 bears his name as drawer
and is made payable to Robert Smith. The affiant further says that the
signature on the check is not his own and that the signature is
a forgery.

and further deponent sayeth not. 4 Francis J. Donovan
Signature of Affiant

5 Sworn to and subscribed before me this
25th day of March, 2005.

6 Dorothy Doe
Notary Public
COMMONWEALTH OF PENNSYLVANIA

7 NOTARIAL SEAL
DOROTHY DOE, NOTARY PUBLIC
PLEASANT BORO, ALLEGHENY COUNTY
MY COMMISSION EXPIRES MAY 1, 20XX

8 Member, Pennsylvania Association of Notaries

PAN-7 (03/05)

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