1. WHAT IS AN AFFIDAVIT?

An affidavit is a written statement that is notarized. If you need to provide a written statement from someone with personal knowledge about what you are trying to prove to DHS, and this person cannot testify in person, you can use an affidavit.

Affidavits are not hard to prepare, but they do require certain pieces of information. The information in an affidavit must be first-hand information. It cannot be second-hand information or speculation.

Affidavits can be written in your own handwriting or typed.

2. WHAT DOES “NOTARIZED” MEAN?

Affidavits must always be notarized by a notary public. "Notarized" means that you have sworn under oath that the facts in the affidavit are true, the document has been signed in front of a notary public, and a notary public has signed and put a seal on the affidavit. The notary must see you sign it in front of him or her.

Many banks have notary publics who will be able to notarize the affidavit for you or you can go to Legal Aid and ask for help from a notary.

3. WHY SHOULD I USE AN AFFIDAVIT?

You are giving the information as much weight as possible by giving DHS information in the form of a sworn statement that has been notarized. A blank affidavit form is enclosed with this flyer for you to use. A completed example is on the back.

4. WHERE CAN I GET MORE INFORMATION?

For more information, call the Public Benefits Hotline (1-800-520-5292) or your local Legal Aid Services Office for possible advice or representation. Go to www.oregonlawhelp.org for a directory of legal aid programs.

04/06
SAMPLE AFFIDAVIT

STATE OF OREGON  )
) ss.
County of _____ Multnomah  ) (Do not just copy this sample. Be sure to write in the name of your county and the correct information below. Use additional pages as needed to get a complete and accurate statement.)

COMES NOW _____ John Doe ______ being first duly sworn, under oath, and states that the following information is within his personal knowledge and belief:

________________________________________
JOHN DOE’S STATEMENT WRITTEN HERE.

________________________________________
STATEMENT SHOULD INCLUDE INFORMATION

________________________________________
JOHN DOE CAN VERIFY AND ALL OTHER RELEVANT

________________________________________
INFORMATION JOHN DOE HAS FIRST HAND KNOWLEDGE OF.

________________________________________
NO SECOND HAND INFORMATION OR SPECULATION.

Signature  ____ John Doe ______
Address  ____ 111 SW 1st Ave ______

______ Anyplace, OR 12345

SUBSCRIBED AND SWORN TO before me this _____ day of ____________, 20___, by

________________________________________.

NOTARY PUBLIC FOR OREGON
My Commission Expires: ____________________
AFFIDAVIT

STATE OF OREGON )
 ) ss.
County of ____________ )

COMES NOW ____________________ being first duly sworn, under oath, and states that the following information is within _____ personal knowledge and belief:

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Signature ____________________
Address ____________________

SUBSCRIBED AND SWORN TO before me this _____ day of ____________, 20___, by ____________________.

NOTARY PUBLIC FOR OREGON
My Commission Expires: ____________________