



General Affidavit or Statutory Declaration

Version 1.0 | Reviewed September 2026

Use this template to organize facts for a general sworn affidavit or solemn declaration.

General information only. This self help template is not legal advice and does not replace a form prescribed by law or required by a recipient.

Recipient verification. Before completing or submitting this document, ask the receiving office or organization whether it will accept this format and what facts, attachments, identification, witnessing, commissioning, or notarization it requires.

DO NOT SIGN. Sign only while the commissioner or notary is administering the oath, affirmation, or declaration. For remote commissioning, follow the commissioner's instructions.

Document details

Choose one ☐ Affidavit ☐ Statutory declaration

Receiving organization	[TYPE FULL NAME OF OFFICE OR ORGANIZATION]
File or reference	[TYPE FILE NUMBER OR NOT APPLICABLE]
Purpose	[TYPE WHY THIS DOCUMENT IS BEING REQUESTED]

Deponent or declarant

Full legal name	[TYPE FULL LEGAL NAME]	Occupation	[TYPE OCCUPATION OR NOT APPLICABLE]
Municipality	[TYPE CITY TOWN OR MUNICIPALITY]	Province	[TYPE PROVINCE OR TERRITORY]
Address	[TYPE STREET ADDRESS]	Postal code	[TYPE POSTAL CODE]

Statement opening

For an affidavit use: I, [FULL LEGAL NAME], of [MUNICIPALITY], in [JURISDICTION], MAKE OATH AND SAY or SOLEMNLY AFFIRM THAT:

For a statutory declaration use: I, [FULL LEGAL NAME], of [MUNICIPALITY], in [JURISDICTION], SOLEMNLY DECLARE THAT:

Facts

1. [TYPE FIRST FACT IN A COMPLETE SENTENCE INCLUDING RELEVANT DATES]
2. [TYPE SECOND FACT]
3. [TYPE THIRD FACT]
4. [TYPE FOURTH FACT OR DELETE THIS PARAGRAPH]
5. [TYPE ADDITIONAL FACT OR DELETE THIS PARAGRAPH]

Execution and Commissioning

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Use one execution block only. Delete the unused block before signing. The commissioner or notary may revise the wording to suit the receiving jurisdiction or required form.

DO NOT SIGN. Bring the completed unsigned document and any required identification or exhibits to the commissioner or notary.

Affidavit execution

SWORN OR AFFIRMED before me at [TYPE MUNICIPALITY], in [TYPE PROVINCE TERRITORY OR COUNTRY], on [TYPE DATE].

Commissioner or notary signature

Print name, authority, appointment details, expiry and affix stamp or seal if required

Deponent or declarant signature

Sign only when directed

Statutory declaration execution

I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED before me at [TYPE MUNICIPALITY], in [TYPE PROVINCE TERRITORY OR COUNTRY], on [TYPE DATE].

Commissioner or notary signature

Print name, authority, appointment details, expiry and affix stamp or seal if required

Deponent or declarant signature

Sign only when directed

Exhibits and attachments

Exhibits attached	[TYPE LIST EACH EXHIBIT BY LETTER AND DESCRIPTION OR NONE]
Other attachments	[TYPE LIST SUPPORTING DOCUMENTS OR NONE]

Final check

- ☐ The chosen document type and execution wording match the recipient's instructions.
- ☐ Every factual statement is within the signer's knowledge or clearly identifies its source.
- ☐ Unused options and unused placeholders have been removed before signing.
- ☐ The commissioner or notary completed the date, location, signature and appointment details.