

Preparing Witness Statements

If a witness cannot appear at an Administrative Conference or University Hearing, an accused student or complaint party may submit a written statement from the witness. However, this statement can be used only to supplement or explain other information; it cannot support a finding by itself.

Statements are accepted **only** if they are witnessed by a notary public, a Student Conduct Officer, or a Dean of Students.

If the statement is to be notarized by a *notary*, the witness must provide:

- Photo ID
- The **UNSIGNED** statement. The statement **must** be signed in the presence of the notary.
- The notary's fee. Notaries are permitted to collect a nominal fee for notarization and reimbursement for all travel expenses, but notaries are not required to collect a fee.

The witness will be asked for:

- His or her signature in the notary's record book.
- His or her oath or affirmation that the statements in the document are true.

Usually, the notary will ask, "Do you swear that the information in this document is the truth, the whole truth and nothing but the truth, so help you God?" or "Do you affirm under penalties of perjury that the contents of this document are the truth, the whole truth and nothing but the truth?" The witness must respond "Yes" or "I do."

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If the statement is to be witnessed by a *Student Conduct Officer or Dean of Students*, provide him or her with page 3 of this document. The witness must provide:

- Photo ID
- The **UNSIGNED** statement. The statement *must* be signed in the presence of the administrator.

The witness will be asked for:

- His or her affirmation that the statements in the document are true.

The administrator should ask, "Do you affirm that the contents of this document are the truth, the whole truth and nothing but the truth?" The witness must respond "Yes" or "I do."

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To the Conduct Officer or Dean of Students:

Please ensure that the witness provides you with:

- Photo ID
- An **UNSIGNED** statement

You will need to:

- Verify the identity of the witness from photo ID and confirm that the name on the ID and the name on the statement match.
- Ask the witness to review the statement for accuracy. If all is correct, ask the witness to both sign and print his or her name on the document. **The witness must sign the document in your presence. No exceptions.**
- Ask the witness, "Do you affirm that the contents of this document are the truth, the whole truth and nothing but the truth?" The witness must respond, "Yes" or "I do."
- Sign and print your name on the statement and **attach your business card.**

If you have any questions about this process, please contact the Dean of Students Office (856) 225-6050.