

## Completing Your Witness Statement

**It is recommended that you complete your statement as soon as possible while the information is fresh in your memory.**

### Steps to Completing Your Witness Statement:

1. Complete your statement in chronological order.
2. Remember to use the four W's – Who, What, Where, When. These questions should all be answered in your statement.
3. Please include a detailed description of any people / vehicles observed. Notable observations to include are: Height, clothing, male or female, number of people involved, licence plate number and description of vehicle.
4. All sections of the Witness Statement are to be completed in full.
5. Please include only what you observed and not what others have told you. If there are other witnesses, each person must complete this form.
6. Please initial at the end of your statement and put a diagonal line through any extra space left blank.

If charges are laid as a result of information received in this witness statement, you will be required to attend court to present your statement. If you are not willing to attend, please contact Bylaw Services.

Please note that your file may be closed due to insufficient evidence as a result.



# Compliance and Enforcement

PO Box 500, Stn A, 200 Rue Brady Street, Sudbury ON P3A 5P3  
Phone: 311 or 705-671-2489 | Fax: 705-671-0871

## Witness Statement Form

File number: \_\_\_\_\_

Date and time of statement: \_\_\_\_\_  
(day/month/year) (time)

Name of witness: \_\_\_\_\_

Address: \_\_\_\_\_  
(street name and number) (city) (postal code) (province)

Date of birth: \_\_\_\_\_  
(day/month/year)

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Incident Information

Type of offence observed: \_\_\_\_\_

Location of offence: \_\_\_\_\_  
(street name and number)

Date of incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_  
(day/month/year)

Licence plate/Description of vehicle: \_\_\_\_\_

### Notice of requirement to appear in court:

If charges are laid as a result of information received in this witness statement, you will be required to attend court to present your statement.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(day/month/year)

Witness Signature \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(day/month/year)

**Please sign and date each page of this form.**

