



COMPLETING YOUR WITNESS STATEMENT

It is recommended that you complete your statement as soon as possible, while the information is still fresh in your memory, to ensure the highest accuracy.

Steps to Completing Your Witness Statement:

1. Organize Chronologically

Write your statement in the order events occurred.

2. Answer the 4W's

Ensure your statement answers these key questions:

- **Who** was involved?
- **What** happened?
- **Where** did it occur?
- **When** did it take place?

3. Provide Detailed Descriptions

Include detailed observations of any people or vehicles involved. Notable details to mention:

- Physical characteristics (e.g., height, clothing, gender)
- Number of people involved
- Vehicle information (e.g., licence plate number, make, model, colour)

4. Complete All Sections

Ensure every section of the Witness Statement Form is filled out accurately and in full.

5. Report Only What You Observed

Include only what you personally witnessed. Do not include secondhand information. If there are other witnesses, each person must complete their own form.

6. Initial and Secure Blank Spaces

Initial at the end of your statement and draw a diagonal line through any unused blank space to prevent alterations.

Notice of Requirement to Appear in Court:

If charges are laid based on the information provided in your witness statement, you will be required to attend court to present your statement as evidence. If you are unwilling or unable to attend court, please contact Enforcement Services at 905-873-2600, Ext. 2330, or email enforcement@haltonhills.ca.

Important Note:

Your file may be closed if there is insufficient evidence to proceed.



WITNESS STATEMENT FORM

File Number: _____

Section 1: Personal Information

Please provide your personal details:

Name of Witness: _____
First Name Middle Name Last Name

Phone Number: _____

Email: _____

Address: _____
Street Number and Street Name

City Province Postal Code

Date of Statement: _____ **Time of Statement:** _____

Section 2: Incident Information

Provide information about the event you witnessed:

Date of Offence: _____ **Time of Offence:** _____

Type of Offence Observed: _____

Location of Offence: _____
Street Number and Street Name

**Licence Plate/
Description of Vehicle:** _____

Incident Details:

Describe what you witnessed in as much detail as possible.



Section 3: Supporting Evidence

Do you have any evidence to support your statement?

- Yes
- No

If yes, please attach any relevant evidence of the offence observed. (e.g., photos, videos, documents)

Section 4: Court Attendance Acknowledgement

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

- I will appear in court and provide testimony if required
- I am not willing to appear in court

Section 5: Declaration

I hereby declare that the information provided in this form is true, complete and accurate.

Signature: _____ **Date:** _____

Important Note:

Please ensure all sections are completed accurately. Incomplete or insufficient information may result in your statement being excluded from the investigation or your file being closed.