

## RESIDENT'S STATEMENT CHECK LIST

1. Are the full names of the deponent noted
2. Does the preamble clearly note if it is a sworn or an affirmed statement
3. Is the Gender included
4. Is the Identity number included
5. Is the complete residential address noted
6. Is the residential telephone number noted
7. Is the deponents' occupation noted
8. Is the complainant's cell phone number noted
9. Is an alternate cell / telephone number noted
10. Is the complete business address noted
11. Is the business telephone number noted
12. Is the fax no noted
13. Is the e-mail address noted
14. Is the designation of the deponent noted ? Eg I am a victim, witness, complainant
15. Are the date, time and place of the offence included in the statement
16. Are all the elements of the crime identified in the statement
17. Is the complete description and the value given of the stolen property or damaged property
18. Is a complete description given of injuries sustained
19. If there is a suspect is a detailed description of the suspect included
20. Is the fact that the complainant desires further investigation included
21. Are the name and addresses of witnesses included in the statement
22. Are exhibits mentioned and how they were dealt with /disposed
23. Are the names of the police officials that attended to the complainant mentioned
24. Is the fact that the deponent has perused or that the member read out the statement included?
25. Is the continuation of the statement onto the next page start with "Statement of ????? continues under oath indicates
26. I authorise the South African Police Services to send a SMS to the cellular phone no provided
27. Is the statement, if made by a minor signed by the guardian
28. Is "I know and understand the contents of the statement" included
29. Is "I have no objection to taking the prescribed oath"
30. Is " I consider or I do not consider the prescribed oath to be binding on my conscience" included
31. Is "I swear that the statement is true so Help me God"
32. Did the deponent sign the statement
33. If the deponent did not sign the statement, was the thumb print or mark was placed on the statement and signed by two witnesses
34. Are all rectification, if any initialled and dated by both the deponent and the member
35. If interpreter is used is the interpreters certificate signed
36. Are all pages signed at the bottom by the complainant and SAPS official
37. "I certify that the above statement was taken down by me " included
38. Is "I certify that the deponent has acknowledged that he/she knows and understand the contents of this statement" included
39. Is " This statement was sworn to or affirmed before me" included
40. Is "The deponents signature was placed thereon in my presence at (place)on (date) at (time) included
41. Did the member sign correctly (full signature, persal no, rank, name)
42. Is " Commissioner of Oaths, full names and surnames, address of police station, rank, SAPS) included after the signature of the member