**WITNESS STATEMENT**

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| PART ONE: Basic Details | |
| Site Name & Address: |  |
| Incident: |  |
| Date of Incident: |  |
| Time of Incident |  |
| Security Officer(s) in Attendance: |  |
| Witness Full Name: |  |
| Witness Address: |  |
| Witness Contact Details |  |
| PART TWO: Statement | |
| I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(witness name)*, of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(address)* was a witness to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(crime)* .  What follows is from my point of view and the facts as far as I know them.  *Below please write down the facts as clearly as you remember them. Try to be as detailed as possible, e.g. stating times, describing surroundings, describing physical characteristics of anyone you saw involved in the incident.*  **(If more lines are required please copy/print this sheet again)** | |

Please read through your statement and make sure it is as accurate as possible. The Security Officer will also read the statement back to you, if any changes are made the security officer will initial next to the change.

Signing below indicates that the above is accuratley and fully completed.

Witness signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Security Officer’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_