

RESIDENT'S STATEMENT CHECKLIST		YES	NO
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		