

Manatee County Animal Services

Affidavit of Complaint

Generally, violations of the Manatee County Animal Services Ordinance do not occur when an officer is present. For an Animal Services Officer or the Animal Services Division to take any action regarding a violation, either the officer or someone else must witness the incident(s).

This *Affidavit of Complaint*, when completed by a witness, provides the documentation necessary for action to be taken. It establishes *probable cause* for an officer to believe that a violation took place, who was involved and the nature of the violation. This statement form is essential for Animal Services to pursue further action in reference to the violation(s) you have described. For Animal Services to efficiently respond to your needs, we ask that you review and carefully complete this statement to the best of your knowledge and return it to the Animal Services Division within ten (10) days.

Photographs and other evidence you may have are essential in proving a case. If photographs and/or other evidence are provided, include the date, time, location, and who gathered the evidence.

Case Number _____

**Affidavit
Manatee County Animal Services
State of Florida
County of Manatee County Government**

Tell us about you

This portion is to be completed by you, and about you. We need to know your full name, address and other important information. Please print neatly or type, and review the completed form to ensure that all information is included and correct.

Name:
Last: _____ First: _____ MI: _____

Address: _____ Apt: _____

City: _____ State: _____ Zip: _____

Telephone: Home: () _____ - _____ Work: () _____ - _____

Tell us about the animal owner

We need to record as much information about the animal owner as you know. Don't guess, be certain. The information required is the animal owner's name and address. If you are uncertain about the owner's information, or if the animal even has an owner, speak with neighbors to be sure.

Name:
Last: _____ First: _____ MI: _____

Address: _____ Apt: _____

City: _____ State: _____ Zip: _____

Telephone: Home: () _____ - _____ Work: () _____ - _____

When is the owner normally home? _____

Other information about the owner you feel we need to know:

Case Number _____

What does the animal look like?

To take action, Animal Services needs to be as certain as possible that we are dealing with the correct animal(s). Please write as much of a clear description of each animal as possible. Only list the animals involved in this incident that you are completing this statement for. Here are some basic rules:

“Breed” is for the type of animal like a “Lab” or “short haired cat”

“Color” is for the main color of the animal. If it has other colors, list the main color first

Animal 1: _____ (circle one) _____ (circle one)
Breed: _____ Dog Cat Color: _____ Male Female

Animal 2: _____ (circle one) _____ (circle one)
Breed: _____ Dog Cat Color: _____ Male Female

Animal 3: _____ (circle one) _____ (circle one)
Breed: _____ Dog Cat Color: _____ Male Female

Animal 4: _____ (circle one) _____ (circle one)
Breed: _____ Dog Cat Color: _____ Male Female

If you are not sure about the animal or its description, be sure that you talk to your neighbors. Incorrect information damages everyone’s credibility if the case was to go to court.

When and where did it happen?

This is where you tell your story. Please fill in all the blanks with the EXACT date, location and APPROXIMATE time based on what you observed. Without this information, Animal Services cannot take any further action. Here are some examples:

Location: In the road in front of 305 – 25th St. W. in Palmetto
In my yard at 305 – 25th St. W. in Palmetto
Date: October 10, 2003 Approximate time: 1:45 p.m.

Location of Incident: _____

Exact Date of Incident: _____

Approximate Time of Incident: _____ a.m. or p.m.

Case Number _____

Tell us what happened

In this section you will write a brief summary of what happened, based on the information you gave about *When* and *Where* it happened. Write about what you saw and only write about the most recent event. *Previous events are not relevant to this one!* *DO NOT write about what someone else told you or about other conflicts you have had with the animal owner.* Only write your story about what you observed.

Please print clearly or type. It is required that this affidavit is notarized. *Do not sign it until you are in front of a notary.*

If requested, I agree to appear in Court to give testimony regarding this matter.

Signature of Complainant

Subscribed and sworn to (or affirmed) before me this date: _____ by _____ who is/are personally known to me or has/have produced (type of identification) _____, as identification.

Signature Notary Public, Commission number _____

Name of Notary typed, printed or stamped
Revised 11/08/2004

