

## **GENERAL USE WITNESS STATEMENT - INSTRUCTIONS**

1. **Remove this top page** – DO NOT SEND IT BACK- Keep for your information – see other side of page
2. Include the **Animal Care and Control case number** on the upper right hand corner.
3. Be accurate and detailed in writing what happened. Include facts about: **date, time, location, identity of persons and animals present, what they did**. You can attach more pages if needed.
4. **Attach photos or medical records of the injuries to you or your pet**. This means treatments and diagnosis, not bills. (Any photograph or record you send will become a public record)
5. Was this reported to a Law Enforcement Agency? Which one? What is the case number?
6. If you are telling us about an old incident to support the current case, was it reported to Animal Care and Control when it first happened? What was the case number?
7. **This form must be signed and notarized before returning it to our agency**. We need the original signature and notary stamp– not a photocopy or fax. The quick return of this statement is very important. Receiving all witness statements in a timely manner will help in the correct and timely resolution to this case. In some instances, cases may be closed due to non-receipt of witness statements.
8. **SEND completed statement to the address below**.

After completing this affidavit you may be requested to testify.

**Please mail or deliver the original notarized witness statement to:**

**ATTN: Special Investigations Unit**  
**Palm Beach County Animal Care and Control**  
**7100 Belvedere Road**  
**West Palm Beach, FL 33411**

## FOR YOUR INFORMATION-

### How the Aggressive/Dangerous/Vicious Dog Investigation works:

1. Dog-to-human bite cases and dog-to-domestic animal attacks are reviewed by a Dangerous Dog Coordinator (DDC). This investigation may be longer than the quarantine period.
  - a. If the dog is impounded at Animal Care and Control (ACC) for quarantine, the dog will have to stay at ACC after the 10-day quarantine period until the investigation is complete. Contact the DDC about the status of your case prior to trying to redeem your dog.
  - b. If the dog stays with the owner during the investigation, the dog must not be relocated during the investigation. If the owner moves while the investigation/case is still open, he/she must contact the DDC beforehand to advise of the new address.
2. The DDC reviews the reports, photographs, medical records and witness statements to determine if an “Aggressive”, “Dangerous” or “Vicious” classification is warranted according to Ordinance 98-22, as amended, Section 27 and/or Chapter 767, Fla. Stat. The DDC will contact the owner of the dog to be classified if a classification is pursued.
3. If a classification is warranted, an “Intent to Classify” letter is delivered to the dog owner.
4. The options available to the owner depend on the level of classification and will be explained by the DDC. Additional fees may apply for some classifications.
5. If the owner files an appeal, a hearing will be scheduled.
6. All parties will be notified of an appeal hearing. ACC may request testimony from the complainant and witnesses.

**Additional copies of this form are available online from the Animal Care & Control website at:**

**<https://discover.pbcgov.org/publicsafety/animalcare/PDF/WitnessStatement.pdf>**



**Notarized Witness Statement**

**Palm Beach County Animal Care and Control**

Your Name: \_\_\_\_\_ ACC Case #: \_\_\_\_\_

Your Address/City/Zip: \_\_\_\_\_

Your Telephone #: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Owner(s) of Other Animal:

\_\_\_\_\_

Above Owner's Address/City/Zip:

\_\_\_\_\_

Descriptions of all animals involved in incident:

Breed: \_\_\_\_\_ Color: \_\_\_\_\_ Name: \_\_\_\_\_ Owner: \_\_\_\_\_

Breed: \_\_\_\_\_ Color: \_\_\_\_\_ Name: \_\_\_\_\_ Owner: \_\_\_\_\_

Breed: \_\_\_\_\_ Color: \_\_\_\_\_ Name: \_\_\_\_\_ Owner: \_\_\_\_\_

Breed: \_\_\_\_\_ Color: \_\_\_\_\_ Name: \_\_\_\_\_ Owner: \_\_\_\_\_

On: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Date incident occurred)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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If Palm Beach County Division of Animal Care and Control conducts an investigation and a classification (aggressive, dangerous, or vicious dog) is then deemed appropriate, I agree to participate in the process.

- Initial one - \_\_\_\_\_ YES \_\_\_\_\_ NO

I understand that I may be called as a witness in a court of law or administrative hearing.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work/Cell Phone

\_\_\_\_\_  
Signature

State of Florida – County of Palm Beach

The foregoing instrument was acknowledged before me by means of [ ] physical presence or

[ ] online notarization this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_

who is personally known to me or has provided \_\_\_\_\_ as identification and who did take an oath.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Commission No.

\_\_\_\_\_  
Name of notary (typed, printed, or stamped)