**WITNESS DECLARATION – [NAME]**

I, [NAME], declare that the following is true and based on my personal knowledge.

Witness’s Identifying Information

I am currently employed at [AGENCY].

Witness’s Relation to the Case

Since [DATE], I have worked at [AGENCY] as a [JOB TITLE]. I report to my supervisor, [NAME OF SUPERVISOR].

Substance of the Witness’s Testimony

**ACKNOWLEDGEMENT**

The foregoing is a complete statement of my personal knowledge regarding the matters discussed. I have thoroughly read and reviewed this statement and have made any appropriate corrections or additions to it. I understand that I may be subject to severe administrative sanctions, up to and including termination of employment, or criminal penalties if any part of this statement is false.

I declare under penalty of perjury under the laws of the District of Columbia that the foregoing is true and correct.

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| Witness Name (Print) |  | Declaration Witnessed By (Name): |
|  |
| Witness Signature |  |  Date |