

Witness Affidavit Sample Workbook

witness affidavit sample

A witness affidavit sample is an essential document used in legal proceedings to provide a written statement from an individual who has firsthand knowledge about a particular incident, event, or situation. Whether you're involved in civil litigation, criminal cases, or administrative hearings, understanding how to draft an effective witness affidavit can significantly impact the outcome of your case. In this comprehensive guide, we will explore what a witness affidavit is, its importance, how to create a compelling sample affidavit, and key tips to ensure your affidavit is clear, accurate, and legally sound.

What is a Witness Affidavit?

A witness affidavit is a sworn, written statement that details a person's account of events relevant to a legal matter. It is a formal document that:

- Provides Evidence: Serves as evidence in court or legal proceedings.
- Is Legally Binding: Sworn under oath, making it legally binding and subject to penalties for perjury.
- Supports Legal Claims: Helps establish facts, corroborate other evidence, or challenge opposing claims.

A typical affidavit includes the witness's personal information, a detailed account of the events, and a signature under oath, often notarized to verify authenticity.

Importance of a Witness Affidavit

A well-prepared affidavit can influence the direction and outcome of a case. Its significance lies in:

- Providing Credibility: A sworn statement from a witness adds credibility to your claims.
- Supporting Legal Strategies: Affidavits can support motions, serve as evidence during trials, or aid in settlement negotiations.
- Clarifying Facts: Helps clarify complex or disputed facts by presenting a clear, first-hand account.
- Legal Compliance: Ensures that the testimony adheres to legal standards, especially regarding sworn statements.

Components of a Witness Affidavit

A typical witness affidavit sample contains several key components:

1. Title and Heading

- Clearly labeled as "Affidavit of [Witness Name]" or similar.
- May include case number or relevant legal references.

2. Personal Information

- Full name
- Address
- Contact details
- Occupation
- Age or date of birth

3. Statement of Authority

- A declaration that the witness is competent to testify based on personal knowledge.

4. Body of the Affidavit (Statement of Facts)

- A chronological, detailed narration of events.
- Clear, concise, and free of ambiguous language.
- Includes relevant dates, times, locations, and involved parties.

5. Declaration of Truth

- A statement affirming that the information provided is true to the best of the witness's knowledge.

6. Signature and Notarization

- Signature of the witness.

- Date of signing.
- Notary public's signature, seal, and commission details.

Sample Witness Affidavit Format

Below is a simplified example of a witness affidavit sample for reference purposes:

``plaintext

AFFIDAVIT OF JOHN DOE

State of [State]

County of [County]

I, John Doe, being duly sworn, depose and say:

- I am a resident of [Address], and I am over 18 years old.
- I am employed as a [Occupation].
- On [Date], at approximately [Time], I was present at [Location], where I witnessed [Describe Event].
- I observed [Specific details of the incident], including [any relevant details].
- I have personal knowledge of the facts stated herein and am competent to testify.

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

Signed: _____

John Doe

Subscribed and sworn to before me this ____ day of _____, 20__.

Notary Public: _____

My Commission Expires: _____

```

## How to Create an Effective Witness Affidavit Sample

Creating a compelling and legally sound affidavit involves careful attention to detail and adherence to legal standards. Here are essential steps and tips:

## 1. Use Clear and Concise Language

- Avoid jargon or complex terminology.
- Write in a straightforward manner to ensure clarity.

## 2. Be Specific and Detailed

- Include precise dates, times, locations, and descriptions.
- Avoid vague statements like "I saw something unusual"?be exact.

## 3. Stick to the Facts

- Do not include opinions, assumptions, or hearsay.
- Focus solely on what the witness directly observed or experienced.

## 4. Organize Chronologically

- Present facts in the order they occurred to enhance understanding.

## 5. Verify All Information

- Cross-check details before submitting.
- Ensure all statements are truthful and accurate.

## 6. Include Proper Notarization

- Have the affidavit signed in front of a licensed notary public.
- Notarization adds legal weight and authenticity.

## Legal Tips for Preparing a Witness Affidavit

- Consult Legal Counsel: It's advisable to work with an attorney to ensure your affidavit complies with local laws and court procedures.
- Avoid Amendments: Once signed and notarized, avoid altering the affidavit unless necessary; if changes are made, have them re-notarized.
- Keep Copies: Maintain copies of the affidavit for your records.
- Be Honest: Providing false information can lead to perjury charges and severely damage your credibility.

## Common Uses of a Witness Affidavit Sample

Witness affidavits are versatile and used in various legal contexts, including:

- Personal Injury Claims
- Civil Litigation
- Criminal Cases
- Divorce and Custody Proceedings
- Insurance Claims
- Property Disputes

Having a well-structured witness affidavit sample tailored to your specific situation can streamline the legal process and strengthen your case.

## Conclusion

A witness affidavit sample serves as a foundational document in many legal proceedings. It provides a structured, sworn account of facts that can influence the outcome of a case. By understanding the essential components, following best practices in drafting, and ensuring proper notarization, individuals can create effective affidavits that stand up to legal scrutiny. Remember, clarity, accuracy, and honesty are paramount when preparing a witness affidavit, and consulting legal professionals can further enhance the credibility and effectiveness of your statement.

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- witness statement affidavit

### Meta Description:

Learn everything about witness affidavit samples, including how to create an effective affidavit, key components, and useful templates. Ensure your witness statements are clear, accurate, and legally binding with our comprehensive guide.

## Witness Affidavit Sample: A Comprehensive Guide to Crafting an Effective Legal Document

In the realm of legal proceedings, a witness affidavit sample serves as a vital tool for presenting factual testimony in a clear, structured, and legally admissible manner. Whether you're a legal professional, a witness preparing to testify, or someone involved in litigation, understanding how to craft an effective affidavit is essential. This guide offers an in-depth exploration of witness affidavits, including their purpose, key components, and practical tips, supported by sample formats to help you produce a compelling and legally sound document.

## Understanding the Witness Affidavit

### What Is a Witness Affidavit?

A witness affidavit is a written statement of facts sworn under oath, typically used as evidence in legal proceedings. It is a voluntary declaration by a witness, detailing their knowledge of the events or circumstances relevant to a case. Affidavits are crucial because they provide a formal, notarized record of testimony that can be used in court, during settlement negotiations, or for administrative proceedings.

### The Purpose of a Witness Affidavit

- To Present Evidence: Affidavits serve as a means of submitting firsthand accounts without requiring the witness to appear physically in court.
- To Support Legal Claims: They help substantiate claims, defenses, or other legal positions.
- To Preserve Testimony: Affidavits ensure that witnesses' statements are documented accurately and can be referenced later.
- To Expedite Proceedings: They can streamline legal processes by providing clear, written evidence ahead of hearings.

## Key Components of a Witness Affidavit Sample

Creating an effective affidavit involves careful attention to its structure and content. Below are the

essential sections and elements that comprise a well-prepared witness affidavit:

## 1. Title and Case Details

- Clearly label the document as an "Affidavit" or "Witness Affidavit."
- Include case information such as case number, parties involved, and court or tribunal name.

## 2. Affiant's Information

- Full legal name
- Address
- Contact information
- Occupation or role relevant to the case
- A statement affirming the person's competence to testify

## 3. Declaration of Truth

- An opening statement asserting that the affidavit is made voluntarily and that the contents are true to the best of the witness's knowledge.

## 4. Statement of Facts

- A chronological, detailed account of the events or observations relevant to the case.
- Use clear, concise language.
- Include dates, times, locations, and descriptions.
- Stick to factual observations; avoid opinions unless explicitly relevant and clearly labeled as such.

## 5. Exhibits or Attachments (if applicable)

- Reference any supporting documents, photographs, or physical evidence attached to the affidavit.

## 6. Signature and Notarization

- The affidavit must be signed by the affiant in the presence of a notary public or authorized officer.
- Notary signature, seal, and date of notarization.

## Practical Tips for Drafting a Witness Affidavit Sample

Creating a compelling affidavit requires more than just filling in a template. Consider these best practices:

- Use Formal Language: Maintain a professional tone throughout the document.
- Be Precise and Honest: Only state facts you personally know to be true.
- Avoid Ambiguity: Be specific in descriptions and avoid vague statements.
- Organize Chronologically: Present events in the order they occurred for clarity.
- Include All Relevant Details: Don't omit important facts that could impact the case.
- Keep it Concise: While detailed, avoid unnecessary information that may dilute the core facts.
- Review and Proofread: Ensure accuracy, correct spelling, and grammatical correctness.

## Sample Witness Affidavit Format

Below is a simplified sample of a witness affidavit to illustrate the typical structure and language:

AFFIDAVIT OF JOHN DOE

Case No.: 12345

In the Matter of: State vs. Jane Smith

I, John Doe, of 123 Main Street, Springfield, State, being duly sworn, do hereby declare as follows:

### - Personal Information

I am over 18 years of age and competent to testify. I am currently employed as a security officer at XYZ Security Services.

### - Statement of Facts

On March 10, 2023, at approximately 9:30 PM, I was on duty at the Springfield Mall, located at 456 Elm Street. I observed a woman, later identified as Jane Smith, entering the electronics store. I saw

her take a small item, a USB flash drive, valued at approximately \$20, and conceal it in her purse without paying. I approached her and asked if she needed assistance. She appeared nervous and refused to make eye contact. I then informed the store manager, and security footage confirmed her actions.

- Supporting Evidence

Attached as Exhibit A is the security camera footage timestamped at 9:30 PM on March 10, 2023.

Further Affiant Sayeth Not.

Signature: \_\_\_\_\_

John Doe

Subscribed and sworn to before me this 15th day of March 2023.

Notary Public: \_\_\_\_\_

Seal:

My commission expires:

## Common Mistakes to Avoid When Preparing a Witness Affidavit

- Including Hearsay Statements: Stick to firsthand knowledge, avoid secondhand information unless properly introduced.
- Using Vague Language: Be specific; avoid ambiguous terms.
- Omitting Critical Details: Ensure all relevant facts are included.
- Failing to Sign or Notarize: An unsigned or unnotarized affidavit may not hold legal weight.
- Exaggerating or Lying: Always be truthful; false statements can have serious legal consequences.
- Ignoring Local Requirements: Different jurisdictions may have specific formatting or procedural rules.

## Conclusion: The Importance of a Well-Crafted Witness Affidavit Sample

A witness affidavit sample is more than just a template; it is a strategic tool that ensures your

testimony is presented clearly, accurately, and legally. By understanding its components, following best practices in drafting, and paying attention to detail, you can produce an affidavit that effectively supports your case. Whether serving as evidence in court or as part of administrative proceedings, a well-prepared affidavit can significantly influence the outcome of legal matters.

Remember, when in doubt, consult legal professionals or use reputable templates tailored to your jurisdiction to ensure compliance and maximize the efficacy of your witness statement.

**Question** What should be included in a witness affidavit sample? A witness affidavit sample should include the full name and contact details of the witness, a clear statement of the facts observed or known, the date and location of the events, and the witness's signature affirming the truthfulness of the statement. **Answer** How can I create a valid witness affidavit sample for legal proceedings? To create a valid witness affidavit sample, ensure it is written in clear, concise language, includes all relevant facts, is signed in the presence of a notary or authorized official, and follows the specific formatting requirements of the jurisdiction. Where can I find a free witness affidavit sample online? You can find free witness affidavit samples on legal resource websites, government portals, or legal aid organizations that provide templates suitable for various legal situations. What are common mistakes to avoid in a witness affidavit sample? Common mistakes include providing vague or incomplete information, failing to sign or notarize the document, including personal opinions rather than facts, and using unprofessional language or incorrect formatting. Is a witness affidavit sample legally binding, and how is it used in court? A witness affidavit sample, once properly filled out, signed, and notarized, becomes a legally binding document that can be presented as evidence in court to support a witness's testimony and establish facts relevant to the case.

**Related keywords:** witness statement template, affidavit format, sample affidavit for witness, affidavit example, sworn statement sample, legal affidavit template, witness declaration format, affidavit document sample, affidavit writing guide, sample sworn affidavit

## Affidavit Form For Single Status Uk

### Affidavit Form for Single Status UK: A Comprehensive Guide

If you are planning to marry or enter into a civil partnership in the UK and need to prove your single status, an *affidavit form for single status UK* is an essential legal document. This affidavit serves as a sworn statement confirming that you are legally single and free to marry or form a civil partnership. Understanding the importance, process, and requirements for this affidavit can help ensure your documentation is correctly prepared and accepted by relevant authorities, such as the UK Home

Office or foreign embassies.

In this article, we'll explore everything you need to know about the affidavit form for single status in the UK, including its purpose, how to obtain and complete it, the legal implications, and tips for ensuring its acceptance.

## What Is an Affidavit Form for Single Status UK?

An affidavit form for single status UK is a legally sworn statement made by an individual affirming that they are currently unmarried, divorced, or not in any civil partnership. This document is often required in situations where official proof of single status is necessary, such as:

- Applying for a marriage visa or spouse visa for the UK or abroad
- Legalizing an international marriage
- Verifying identity and marital status for legal proceedings

Unlike certificates issued by government agencies, an affidavit is a sworn statement made under oath before a solicitor, notary public, or commissioner for oaths, making it a legally binding document.

## Why Is an Affidavit for Single Status Necessary?

There are several reasons why individuals may need to provide an affidavit of single status in the UK:

### 1. International Marriages

Many foreign countries require proof that an individual is legally single before they can marry a non-resident or foreign national. The affidavit serves as a sworn declaration of this fact.

### 2. UK Immigration Purposes

When applying for visas such as spouse, fiancé, or partner visas, the UK Home Office may require proof that the applicant is not currently married or in a civil partnership, which the affidavit provides.

### 3. Legal and Official Recognitions

In cases where official marriage certificates are unavailable or incomplete, an affidavit can serve as an alternative proof of single status.

## How to Obtain an Affidavit Form for Single Status UK

Creating an affidavit involves a series of steps to ensure its legality and acceptance. Here's what you need to do:

### 1. Prepare the Affidavit Document

You can draft the affidavit yourself or seek assistance from a solicitor or legal professional. The document should include:

- Your full name, date of birth, and nationality
- Your current address
- A clear statement affirming your single status (e.g., "I hereby declare that I am currently single and not married or in a civil partnership")
- Details of previous marriages or civil partnerships, if applicable
- Signature and date

### 2. Find a Qualified Witness

Your affidavit must be sworn or affirmed before a qualified person authorized to administer oaths in the UK, such as:

- Solicitors
- Notaries public
- Commissioners for oaths

It's important to choose a witness experienced in handling legal affidavits to ensure the document's validity.

### 3. Sign the Affidavit in Presence of the Witness

You will sign the document in front of the witness, who then signs and stamps or seals the affidavit, confirming it was sworn legally.

### 4. Notarization or Certification

Depending on the requirements of the authority requesting the affidavit, you may need to have the document notarized or certified. This process involves the witness adding their official seal or stamp, verifying the authenticity of your signature.

## Legal Considerations and Validity

Understanding the legal aspects of an affidavit form for single status UK is crucial to ensure it is accepted and legally binding.

### 1. Sworn Statement and Oaths

An affidavit is a sworn statement, meaning you declare that the information provided is true and correct under oath. Providing false information can lead to legal penalties, including charges of perjury.

### 2. Notarization and Apostille

For international use, the affidavit may need to be notarized and then authenticated (via an apostille) to be recognized abroad. The apostille certifies the document's authenticity for use in countries that are members of the Hague Apostille Convention.

### 3. Validity Period

Most affidavits for single status are valid for a specific period, often 6 months to 1 year, depending on the authority's requirements. It's advisable to check the specific validity period to ensure it remains valid when submitted.

## Submitting Your Affidavit for Single Status

Once your affidavit is prepared, signed, and notarized, you can submit it to the necessary authority or institution, such as:

- UK Home Office for visa applications
- Foreign embassies or consulates
- Legal or government agencies involved in marriage registration

Ensure that you follow the specific submission guidelines, which may include submitting original copies, certified copies, or translations if required.

## Additional Tips for a Successful Affidavit Process

To streamline the process and avoid delays, consider the following tips:

- Engage a reputable solicitor or legal professional experienced in affidavits and UK immigration law.
- Verify the specific requirements of the authority requesting the affidavit, including whether they need notarization, apostille, or translation.
- Prepare all necessary identification documents, such as your passport, birth certificate, or previous marriage certificates.
- Ensure the affidavit is clear, accurate, and free from errors or ambiguities.
- Keep multiple copies of the signed and notarized affidavit for your records and future submissions.

## Cost and Timeframe for Obtaining an Affidavit for Single Status UK

Costs can vary depending on whether you prepare the affidavit yourself or engage a solicitor. Typical expenses include:

- Legal fees for drafting and notarization
- Notary public or commissioner for oaths fees
- Apostille or authentication fees (if applicable)

The entire process can take from a few days to a couple of weeks, so plan accordingly, especially if you have tight deadlines for your marriage or visa application.

## Conclusion

An *affidavit form for single status UK* is a vital document for individuals seeking to prove their unmarried status, particularly in international marriage and immigration contexts. Proper preparation, legal validation, and understanding of the process are essential to ensure the affidavit's acceptance by authorities.

Always consult with qualified legal professionals to help draft, witness, and notarize your affidavit, and verify specific requirements based on your jurisdiction or destination country. By following these guidelines, you can confidently navigate the process and fulfill your legal obligations for a successful marriage or civil partnership registration.

Remember, the key to a smooth process is accuracy, legality, and timely submission. With the right approach, obtaining and using an affidavit form for single status in the UK can be straightforward and stress-free.

Affidavit Form for Single Status UK: A Comprehensive Guide

Navigating the legal requirements for proving single status in the UK can seem daunting, especially for individuals planning to marry abroad or who require proof of their marital status for immigration purposes. The affidavit form for single status UK serves as a crucial document, providing sworn evidence of one's unmarried status. This guide aims to demystify the process, explaining what an affidavit form entails, when and why it's needed, how to complete it correctly, and the steps to ensure its legal validity.

### What Is an Affidavit Form for Single Status UK?

An affidavit form for single status UK is a sworn legal statement affirming that an individual is currently unmarried, divorced, or widowed. It acts as an official declaration that can be used for various legal and administrative purposes, including:

- Applying for a marriage license overseas
- Providing evidence of marital status for immigration applications
- Clarifying legal status in administrative proceedings

Unlike a simple letter or statutory declaration, an affidavit is a formal document signed in the presence of a qualified witness, usually a solicitor, notary public, or commissioner for oaths. This process ensures the authenticity and legal standing of the declaration.

### Why Is the Affidavit Form for Single Status Needed?

#### Common Scenarios Requiring a Single Status Affidavit

- **International Marriages:** Many countries require proof that applicants are not already married before issuing a marriage license or conducting a marriage ceremony.
- **Immigration and Visa Applications:** When applying for visas to countries like Australia, Canada, or the UAE, applicants often need to demonstrate their single status.
- **Legal Proceedings:** In cases involving divorce, annulment, or other marital disputes, a sworn affidavit may be necessary to establish marital history.

### Legal and Administrative Importance

- Legal Certainty: The affidavit provides a legally recognized statement that can be relied upon by authorities.
- Proof of Unmarried Status: Helps prevent fraudulent marriages and double marriages.
- Ease of Processing: Many countries and institutions accept affidavits as sufficient proof, especially when original marriage certificates are unavailable.

### Who Can Prepare an Affidavit for Single Status in the UK?

The affidavit must be prepared with the assistance of a qualified legal professional to ensure it adheres to legal standards. Suitable witnesses include:

- Solicitors
- Notaries Public
- Commissioners for Oaths

It's important to understand that the person witnessing the affidavit is not just a passive observer but is responsible for administering the oath and verifying the identity of the declarant.

### How to Obtain an Affidavit Form for Single Status UK

#### Step 1: Draft the Affidavit

While some legal professionals provide standard templates, it's advisable to have a solicitor draft or review your affidavit to ensure it contains all necessary information. The affidavit should generally include:

- Full name
- Date of birth
- Nationality
- Current address
- Statement affirming unmarried status (e.g., "I declare that I am currently single and have never been married?")
- Details of previous marriages or divorces, if applicable
- Date and place of signing
- Declaration statement

#### Step 2: Meet with a Qualified Witness

Arrange an appointment with a solicitor, notary, or commissioner for oaths. Bring valid proof of

identity (passport, driving license) and proof of address.

### Step 3: Swear or Affirm the Declaration

During the appointment, the witness will administer the oath or affirmation, and you will declare the truthfulness of your statement. This process legally binds you to the contents of the affidavit.

### Step 4: Sign and Get the Document Certified

After swearing the affidavit, you will sign the document in the presence of your witness, who will then sign and stamp or seal the document, certifying its validity.

## Key Components of an Affidavit Form for Single Status UK

A well-prepared affidavit should include the following:

- Title: ?Affidavit of Single Status?
- Personal Details: Name, date of birth, nationality, address
- Statement of Single Status: Clear declaration of marital status
- Previous Marriages/Divorces/Widowhood: Details if applicable
- Legal Declaration: Affirmation that the information is true and correct
- Signature & Date: Signed in front of the witness
- Witness Details: Name, qualification, signature, date, and official stamp/seal

## Common Requirements and Tips for Completing the Affidavit

- Accuracy Is Key: Ensure all information is truthful; false declarations can have legal consequences.
- Use Clear Language: Write in clear, unambiguous language.
- Include Supporting Documents: While the affidavit itself is sworn testimony, it may be beneficial to attach copies of identification or previous divorce decrees if relevant.
- Notarization and Certification: Always have the affidavit signed and certified by a qualified witness to be legally valid.

## Legal Validity and Acceptance of the Affidavit

### Validity Duration

In most cases, an affidavit for single status is valid for 6 to 12 months, depending on the

requirements of the country or institution requesting it. Always verify the expiry period with the requesting authority.

### Authentication and Apostille

For use abroad, particularly in countries part of the Hague Convention, you may need to obtain an apostille to authenticate the document. This process involves:

- Getting the affidavit notarized
- Submitting it to the UK Foreign, Commonwealth & Development Office (FCDO) for apostille certification

### Acceptance by Authorities

Acceptance depends on the country and institution. It's advisable to confirm their specific requirements beforehand, including whether they accept affidavits or require additional documentation.

### Additional Considerations

#### Cost of Preparing an Affidavit

Fees vary depending on the legal professional engaged and whether additional services like apostille are required. Budget approximately £50-£200 for legal services and certification.

#### Potential Challenges

- Incorrect or incomplete affidavits may cause delays or rejections.
- Lack of proper witnessing can invalidate the document.
- Language barriers: Ensure the affidavit is in the language required by the receiving authority; translations may be necessary.

### Summary Checklist for Obtaining an Affidavit for Single Status UK

- [ ] Identify a qualified legal professional (solicitor/notary)
- [ ] Prepare a draft of your affidavit with accurate details
- [ ] Gather necessary identification documents
- [ ] Arrange a witness appointment for signing and swearing

- [ ] Sign the affidavit in front of the witness
- [ ] Obtain certified copies and, if needed, apostilles
- [ ] Confirm the validity period and language requirements with the receiving authority

## Final Thoughts

The affidavit form for single status UK is a vital document for those needing proof of their unmarried status for international marriage, immigration, or legal proceedings. Ensuring its proper preparation, witnessing, and certification can streamline your process and prevent potential legal complications. When in doubt, consult with experienced legal professionals who can guide you through the process, ensuring your affidavit meets all necessary legal standards and requirements.

By understanding each step of this process and paying attention to detail, you can confidently obtain and utilize your single status affidavit in the UK or abroad.

**Question** What is an affidavit form for single status in the UK? An affidavit form for single status in the UK is a legal document sworn under oath that confirms an individual is single and not married, often required for visa applications or marriage purposes abroad. **Who needs to submit an affidavit of single status in the UK?** Individuals planning to marry abroad or applying for certain visas may need to submit an affidavit of single status to prove they are not currently married or in a civil partnership. **How do I obtain an affidavit form for single status in the UK?** You can obtain the affidavit form from a solicitor, notary public, or legal authority in the UK, who can prepare and witness your sworn declaration of single status. **What information is typically included in a UK single status affidavit?** The affidavit usually includes personal details such as full name, date of birth, nationality, current address, and a declaration that you are single and free to marry, along with your signature and the signature of a witness or solicitor. **Is an affidavit of single status legally valid in the UK?** Yes, when properly sworn and witnessed by an authorized person, an affidavit of single status is a legally valid document used to verify your marital status for official purposes. **How long does it take to get a single status affidavit in the UK?** The process typically takes a few days to a week, depending on the solicitor or legal authority's processing time and whether any additional notarization or certification is required.

**Related keywords:** affidavit for single status, UK single status affidavit, single status declaration UK, affidavit of single status, UK single status certificate, legal affidavit for single status, single status verification UK, affidavit form for marital status, UK affidavit for unmarried status, single status proof UK

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