

Animal Services Affidavit Instructions

1. Complete fillable affidavit on next page in its entirety.
2. Be sure to include your name, address, and contact numbers.
3. Affidavit must have at least the defendant's accurate home address on it.
4. It is important to include the who, what, when, and where without speculation as to why.
5. Please submit one affidavit per offense. Meaning only one date and one time of offense should be listed on your affidavit.
6. Make sure to notate the location of offense.
7. Taking pictures or video of violations is strongly suggested.
8. Two witnesses are better than one.
9. Please describe animals accurately.
10. Fill in the narrative portion. Be as descriptive as possible as to what occurred.
11. Take affidavit before a notary public and have the document notarized. Animal Services offers notarization with appointment.
12. If Yellow copy is available, retain for your records.
13. When complete, mail to address below:

Alachua County Animal Services

3400 NE 53rd Ave

Gainesville, FL 32609

IF YOU HAVE ANY QUESTIONS, CONTACT US AT [352-264-6880](tel:352-264-6880).

