

3. ACCOUNTING

3.4 Liabilities

3.4.5 Issuance of Duplicate Instruments¹

3.4.5.10 Before a duplicate instrument is issued, the issuing officer should require the person making application for its issue to file in his/her office a written affidavit specifically alleging on oath that he/she is the proper owner, payee, or legal representative of such owner or payee of the original instrument, giving the date of issue, the number, amount, and for what services or claim or purpose the original instrument or series of instruments of which it is a part was issued, and that the same has been lost or destroyed, and has not been paid or received by him/her.

3.4.5.20 The following is a sample for use by all political subdivisions.

AFFIDAVIT

STATE OF WASHINGTON,)

ss,

County of _____)

I, _____, being first duly sworn upon oath, depose and say that I am the proper owner, payee, or legal representative of such owner or payee of (district), original (describe instrument) No. _____, dated _____, 20__ in the amount of _____ Dollars (\$_____) which said instrument was issued in payment for _____ and that the same has been lost or destroyed and has not been paid.

Signature _____

Witnessed by me this _____ day of _____.

Witness ²

Residing at _____

¹ Chapter [39.72](#) RCW and RCW [43.08.064](#), RCW [43.08.066](#), RCW [43.08.068](#)

² City/county/district may require the affidavit to be signed by a notary public.