Forgery Report Packet

Forgery Report Instructions

1. Have the involved employee(s) complete an attached Forgery Witness Form. Ensure that each Forgery Witness Form is completed in its entirety.

2. Place a check mark next to any of the following evidence that may apply to this incident (attach any items that are checked).

   ___ Photograph of account holder at time account was opened
   ___ Surveillance video or photographs of suspect involved in incident
   ___ Affidavit of Forgery
   ___ Original forged check in protective sleeve
   ___ Ink print of right index finger obtained at time account was opened & at the time of the transaction
   ___ Contact name and information
   ___ Originals or copies if Identification used by check presenter (Identification number must be written on check at the time of the transaction)

3. **DO NOT SUBMIT THIS FORGERY REPORT PACKET UNTIL ALL WITNESS FORMS ARE COMPLETED & ALL AVAILABLE EVIDENCE IS OBTAINED.**

4. Mail this cover sheet, the completed Forgery Witness Forms, & any applicable evidence check marked above to:

   MESA POLICE DEPARTMENT
   ATTN: METRO RESOURCES DIVISION
   DOCUMENT CRIMES DETAIL
   P.O. BOX 1466
   MESA, AZ  85211

**NOTE:** This packet will be reviewed for completeness prior to being assigned to a Document Crimes Detective/Investigator. Please ensure that all Forgery Witness Forms are completed and that all evidence relating to this incident is attached. It may be necessary to delay the submittal of this packet until this information can be collected.

**IMPORTANT:** Failure to provide all requested information might result in time delays that could be detrimental to the successful prosecution of this case.

**IF INK PRINT AND IDENTIFICATION NUMBER ARE NOT RECORDED ON THE CHECK, THIS CASE WILL NOT BE INVESTIGATED AT THIS TIME.**
Incident Details:

Date of Incident: __________________

Time of Incident: __________________ (indicate A.M. or P.M.)

Name of Business: __________________________________________________

Physical Address of Business: _________________________________________

Employee Check was Presented to: ________________________________

Employee Title: __________________________________________________

Forged Check Details:

Payee Name: ____________________________________________________

Payee Address: __________________________________________________

Payee Phone: ____________________________________________________

Payee Identification #: _________________________________ (Indicate State)

Payee Account #: _______________________________________________

Check #: __________________ Check Amount: __________

Account # check is drawn off: ______________________________________

Check Maker Name: ______________________________________________

The check was determined to be a forged instrument based on the following reason (s):
(e.g. reported stolen, contact with the account holder, quality of document, etc… Be as detailed as possible.)

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MESA POLICE REPORT #______________________________

POLICE DEPARTMENT

Location & Witness Information-

Business Name-___________________________________________________________

Physical Address of Business where check was presented-_______________________

________________________________________________________________________

Business Phone # -_________________________________________________________

Witness Name-_____________________________________________________________

Witness Title-_____________________________________________________________

Witness Date of Birth-________________________________________________________

Date Check presented-___________ Time Check presented-_______ A.M./P.M.

Suspect Check Information-

Suspect Name-_____________________________________________________________

Suspect Address (if known)-_________________________________________________

Suspect Phone (if known)-___________________________________________________

Suspect Account # (if applicable)-____________________________________________

Check Maker Name-________________________________________________________

Check #-_________________________    Check Amount-

Bank Check is drawn off-____________________________________________________

Account Number Check is drawn off-_________________________________________
Description of Suspect & Vehicle (complete any that are applicable)

Sex (Circle One)- Male or Female
Race-____________________________________
Approx. Age-___________________________
Approx. Height-_________________________
Approx. Weight-________________________
Hair Color-_____________________________
Eye Color-______________________________
Clothing-________________________________
Scars, Marks, Tattoos-_______________________________
Any other distinguishable features-________________________________
Vehicle Information (Make, Model, Color, License Plate, etc.)-____________________

Additional Information-

Can you identify the suspect (circle one)?  YES / NO
Will you aid in prosecution (circle one)?  YES / NO
Did the suspect present the forged check to you (circle one)?  YES / NO
- What identification did the suspect present (check type)?  ID# ________________________
  DL _____ ID _____ Passport _____ Military ID _____ Other _________
Did you record the ID number and type on the forged check (circle one)?  YES / NO
If a photo ID was used, was the picture compared to the suspect (circle one)?  YES / NO
If yes, did the picture appear to be of the suspect (circle one)?  YES / NO
Did the suspect endorse/sign the forged check in your presence (circle one)?  YES / NO
The check was determined to be a forged instrument based on the following information (e.g. reported as stolen, contact with account holder, quality of document, etc. Be detailed with your explanation):

____________________________________

____________________________________

____________________________________

____________________________________

Include a brief synopsis of the events related to the forged instrument that was presented:

____________________________________

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____________________________________

Do you have any additional information that will assist in locating the suspect?

____________________________________

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