Grand Prairie Police Department
Forgery Report Packet
(Individual)

This forgery report packet is only to be completed by the account holder of the purported forged check.

This forgery report packet must accompany each check submitted for investigation.

Only checks passed within the city limits of Grand Prairie will be accepted.
Complainant Information

(1) My full legal name is:

____________________________________________________________________
(First) (Middle) (Last) (Jr, Sr, III)

(2) My date of birth is: _______________
    (day/month/year)

(3) My social security number is: ________________

(4) My driver’s license or identification card number and state are:
    #_______________  State_________

(5) My current address is:

____________________________________________________________________
City:_______________ State: ____  Zip Code:_______________

(6) My best contact phone number is: _________________(home, mobile, work?)

(7) My email address and alternate phone number is:

__________________________________________  PH#____________________
Forgery Report Instructions

1. Complete the attached Incident Summary Form.

2. Ensure that each Forgery Witness Form that is distributed is completed in its entirety.

3. Place a check mark next to, and attach any of the following evidence that may apply to this incident:
   
   ____ Affidavit of Forgery (Must be notarized).
   ____ Original or certified copy of forged check in protective envelope.
   ____ Victim account holder information.
   ____ Contact name and phone number for responsible party.
   ____ Originals or copies of Identification used by check presenter.

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

5. Mail this cover sheet, the completed Incident Summary Form, all completed Forgery Witness Forms, and any applicable evidence check marked above to:

   Grand Prairie Police Department
   ATTN: Records – Forgery Report
   1525 Arkansas Lane
   Grand Prairie, Texas 75052

**NOTE:** This packet will be reviewed for completeness prior to being assigned to a Financial Crimes Investigator. Please insure that the Incident Summary Form and 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.
Incident Summary Form

On ______________ at approximately ______________ (a.m./p.m.), a forged check was presented at _______________________________________ located at __________________________ at ______________________________ in the City of Grand Prairie, Texas.

The forged check contained the following information:

<table>
<thead>
<tr>
<th>Payee Name:</th>
<th>Payee Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payee Phone:</th>
<th>Pay To Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Check Number:</th>
<th>Check Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Forgery Witness Form (Page 2 of 2)

1. Describe the events that you witnessed in regards to this forgery incident. If known, describe how the check was determined to be a forged instrument:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

________________________________________________________________________.

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

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________.

GRAND PRAIRIE POLICE DEPARTMENT

FORGERY AFFIDAVIT

On this the _______ day of ________, 20______, personally appeared before me the undersigned authority, one: __________________ who after being duly sworn by me, deposes and says:

I have personally inspected the below described check, which purports to bear my name. I hereby certify that I did not write this check, I did not give this check to anyone, I did not authorize any other person to write this check in my name, and further that I did not benefit from the making of this check. I declare this check to be fraudulent and a forgery.

Bank: _______________________________

Account Holder: __________________________

Account Number: __________________________

Check Number: __________________________

Payee: _________________________________

Amount: __________

____________________________________
Signature

_______________________________
Home Address

_______________________________
Home Phone

_______________________________
Work Phone

Sworn and subscribed to before me, A Notary Public, in and for the State of Texas on this the _______ day of ________ 20_______ A.D.

____________________________________
Notary Public