



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
(Date) (Time)

was presented at _____ located at
(Name of Business or Financial Institution)

_____ in the City of Grand Prairie,
Texas. (Physical Street Address)

The forged check contained the following information:

Payee Name: _____
Payee Address: _____
Payee Phone: _____
Pay To Name: _____
Check Number: _____
Check Amount: _____
Account Number: _____

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.)



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