



Grand Prairie Police Department

Forgery Report Packet (MERCHANT)

- This forgery report packet is only to be completed by the business or individual that is in physical possession of the forged check.
- The investigation of forged checks that do not bear the issuer's fingerprint will be closed if there are no other viable leads.
- This forgery report packet must accompany each check submitted for investigation.
- Only checks passed within the city limits of Grand Prairie will be accepted.



Forgery Report Instructions

1. Complete the attached Incident Summary Form.
2. Distribute an attached Forgery Witness Form to each employee who witnessed the incident.
3. Ensure that each Forgery Witness Form that is distributed is completed in its entirety.
4. Place a check mark next to, and attach any of the following evidence that may apply to this incident:
 - ___ Surveillance photographs of check presenter.
 - ___ Affidavit of Forgery (Must be notarized).
 - ___ Original forged check in protective sleeve or envelope.
 - ___ Victim account holder information (if known).
 - ___ Contact name and phone number for responsible party.
 - ___ Originals or copies of Identification used by check presenter.
5. **DO NOT SUBMIT THIS FORGERY REPORT PACKET UNTIL ALL WITNESS FORMS ARE COMPLETED AND ALL AVAILABLE EVIDENCE IS OBTAINED.**
6. 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 check was presented to employee _____.
(Name/Title)

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.)



Forgery Witness Form (Page 1 of 2)

1. Witness Name: _____
Last First Middle

2. Date of Birth: ____/____/____ 3. Sex: M / F
Mo / Dy / Yr (Circle One)

4. Business Name: _____

5. Business Address: _____
Address City Zip

6. Business Phone: _____ 7. Other Phone: _____

8. Description of Suspect: _____
Race Sex (M/F) Hair Color Approx Age

Clothing Description (Include as much detail as possible, e.g. color, wearing hat, writings/designs on clothing).

Other Distinguishable Features (e.g. visible scars, tattoos, birthmarks, acne, glasses, braces, etc.).

Suspect Vehicle Information (If known, e.g. color, make, model, year, license plate number, license plate state).

9. Can you identify suspect? YES / NO
(Circle One)

10. Will you aid in prosecution? YES / NO
(Circle One)

11. Did the suspect present the forged check to you? YES / NO
(If yes, complete the following questions numbered 12 to 16). (Circle One)
(If no, proceed to question number 17).

12. Date and time check was presented: ____/____/____ ____ a.m. / p.m.
Mo / Dy / Yr (Time) (Circle One)

13. What identification was presented by suspect? _____
(NOTE: Include identification number - e.g. Texas DL #12345678, Texas ID #12345678, etc.).

14. Was the identification number recorded on the forged check? YES / NO
(Circle One)

(Questions continue on next page)



Forgery Witness Form (Page 2 of 2)

(Cont'd from Page 1)

15. If a photo id was used, was the picture compared to the suspect? YES / NO
(Circle One)

If yes, did the picture appear to be of the suspect? YES / NO
(Circle One)

16. Did the suspect endorse/sign the forged check in your presence? YES / NO
(Circle One)

17. Did you obtain a thumbprint of the suspect on the check? YES / NO
(Circle One)

18. 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:

19. 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 company's name, _____. I hereby certify that this check was not issued by _____ and was not legitimately given to _____ by an authorized agent of _____. I hereby certify I am in a position to verify all checks issued by _____ and I declare this check is fraudulent and a forgery.

I further declare _____ will cooperate in the prosecution of anyone found in possession of stolen, forged or counterfeit checks bearing the _____ bank account number.

Bank: _____

Account Holder: _____

Account Number: _____

Check Number: _____

Payee: _____

Amount: _____

Signature

Corporate Address

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