

**FSPD Forgery Reporting Form for Merchants**

**VICTIM:**

Name of business \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**REPORTING PARTY:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**WITNESS (NAME OF ACCOUNT HOLDER ON FORGED CHECK):**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**WITNESS (CASHIER WHO TOOK CHECK):**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**WITNESS (OTHER):**

Name \_\_\_\_\_ Employer \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**SUSPECT:**

Name \_\_\_\_\_ Employer \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Date of birth \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Race \_\_\_\_\_

Age \_\_\_\_\_ Hair/Eye color \_\_\_\_\_ / \_\_\_\_\_ Sex \_\_\_\_\_ SSN \_\_\_\_\_

Drivers license/ID number and state \_\_\_\_\_ / \_\_\_\_\_ Build (heavy/med./slender)

Hispanic/non-hispanic/unk. Tattoos \_\_\_\_\_ Other marks \_\_\_\_\_

Clothing \_\_\_\_\_

**INFORMATION:**

What date and time was the check passed? \_\_\_\_\_

What is the address where the check was passed? \_\_\_\_\_

Can cashier identify the passer of the check? Yes/No/Unk.

Is there video available? Yes/No/Unk.

Was a fingerprint taken? Yes/No/Unk.

Was anyone with the suspect? Yes/No/Unk. If yes, describe \_\_\_\_\_

What was the suspect's vehicle description/tag number? \_\_\_\_\_

How was the check determined to be a forgery?

1. It was returned from the bank stamped forgery, lost/stolen, signature irregular, counterfeit, or no account found.
2. The account holder, a bank official, or police officer confirmed it was a forgery. What is that person's name? \_\_\_\_\_
3. The check was returned from the Prosecuting Attorney's Office, Hot Check Division as a forgery.

**NARRATIVE:**

On (date check was passed) \_\_\_\_\_ at (time) \_\_\_\_\_ AM/PM, (name of cashier who took check) \_\_\_\_\_ took a check that was later identified as a forgery. The check was identified as a forgery because \_\_\_\_\_  
 \_\_\_\_\_ (must be 1, 2, or 3 above).

The name of the account holder on the check was \_\_\_\_\_. The bank which issued the check was \_\_\_\_\_. The account number of the check was \_\_\_\_\_.

The check was written for the amount of \$ \_\_\_\_\_ and was check number \_\_\_\_\_.

Additional information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_