

Pendleton Police Department Business Forgery Report Packet

Important Information

- This form is to facilitate the reporting of forgeries by businesses to the Pendleton Police Department.
- It is not intended for the reporting of Credit Card or Identity Fraud.
- One Forgery Packet must be completed for each separate incident.
- Do not combine the information and evidence from multiple events into one packet, even if it involves the same suspect.
- Failure to complete this packet as directed and in a timely manner may delay our ability to complete a report and successfully arrest any suspect(s).

FORGERY REPORT INSTRUCTIONS

1. Complete the attached Incident Summary Form. (Please print)
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
- Original forged check in protective sleeve
- Victim account holder information
- Contact name and phone number for responsible party
- Original or copies of Identification used by check presenter

5. Please **do not** submit this forgery report packet until all witness forms are completed and all available evidence is obtained. ***One packet will be used per incident.***

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

Pendleton Police Department
109 SW Court Avenue
Pendleton, OR 97801

NOTE: This packet will be reviewed for completeness prior to a case number and officer being assigned. Please insure that the Incident Summary Form and the Forgery Witness Forms are completed and that all evidence relating to this incident is attached.

Incident Summary Form

On _____ at approximately _____, a forged
(Date) (Time) (a.m./p.m.),

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

_____ in the City of Pendleton, Oregon.
(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

1. Witness Name: _____

Last, First, Middle

2. Date of Birth: _____ / _____ / _____ 3. Sex: M / F (Circle One)

Month Day Year

4. Business Name: _____

5. Business Address: _____

6. Business Phone: _____ 7. Other Phone _____

8. Description of Suspect: (Race, Sex (M/F), Hair & Eye Color, Age)

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

Other Distinguishing Features (i.e. visible scars, tattoos, birthmarks, acne, glasses, braces, etc.).

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

9. Can you identify the suspect? Y / N (Circle One)

10. Will you aid in prosecution? Y / N (Circle One)

11. Did the suspect present the forged check to you? Y / N (Circle One)

(If yes, complete the following questions numbered 12-16)

(If no, proceed to question number 17)

12. Date and time the check was presented? _____ / _____ / _____ a.m./p.m.

Month / Day / Year Time (Circle One)

13. What identification was presented by the suspect? _____

(Please ID State & Number)

14. Was the identification number recorded on the forged check? Y / N (Circle One)

15. If a photo ID was used, was the picture compared to the suspect? Y / N (Circle One)

If yes, did the picture appear to be of the suspect? Y / N (Circle One)

16. Did the suspect endorse/sign the forged check in your presence? Y / N (Circle One)

17. 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:

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