

DATE RECEIVED _____ FELONY _____ MISDEMEANOR _____
OFFENSE _____ REPORT# _____

POLICE DEPARTMENT USE ONLY: MAKE NO MARKS ABOVE THIS LINE

INSUFFICIENT FUNDS/ACCOUNT CLOSED CHECKS DATA SHEET

PLEASE READ THOROUGHLY, FILL IN COMPLETELY, AND PRINT OR TYPE LEGIBLY

1. **No** check will be accepted that has been post dated; that the complainant accepted and held it for a period of time before cashing it at the request of the writer; that the complainant has accepted partial payment for; for which a legal stop payment has been placed; that are payroll checks; that are third party checks; that are checks written to repay gambling debts; that have been issued as part of a pre-arranged civil contract (e.g. rent payments, loan payments). These are promissory notes, and as such, are civil in nature. Exceptions to these rules include: checks deemed to be forgeries; checks written in a scheme; accounts opened under false identification for the sole purpose of defrauding the bank or the public; any check that the Portsmouth Police Department deems that an investigation and prosecution of the suspect would benefit the public welfare.
2. **No** check will be accepted when the complainant cannot identify the employee who accepted the check or the place, time period and date the check was accepted.
3. **No** check will be accepted if proper identification, such as a valid driver's license, was not requested by the complainant before accepting the check (unless suspect is known to the acceptor of the check). **Complainant must be able to identify the suspect.** Credit cards or school identifications are not accepted as valid identification.
4. A fourteen (14) day statutory demand notice must be sent to the passer in each check case, by registered mail, with return receipt requested. In addition, you should attempt to make a personal "face-to-face" contact with the passer concerning the check and document your efforts. Do not submit a check and this form, for possible prosecution, unless you are satisfied that the passer intended to defraud you and that you would participate in a prosecution, even if the passer attempted to pay off the check at some future date. Use one (1) report form for **each check** submitted.
5. Submit with this form, the ORIGINAL check; a copy of the fourteen (14) day demand letter and the ORIGINAL Post Office report receipt return showing it's delivery or non-delivery; a copy of any surveillance that exists of the actual transaction.
6. Once a check is accepted for prosecution, the complainant will no longer accept any funds for the offense without first consulting the Portsmouth Police Department.
7. Once arrest warrants are in effect or an indictment has been issued from the Rockingham County Superior Court Grand Jury, the complainant may accept restitution from the defendant in the *full* amount; however, regardless of this action, the Portsmouth Police Department will still prosecute the case and the complainant must agree to cooperate with the State in that prosecution.
8. This form must be signed by the person who is responsible for the prosecution, e.g. manager, cashier, owner.
9. If you develop any questions in completing this form, please feel free to call for assistance at 436-2511.
10. Once completed, please call the Portsmouth Police Dispatch Center (603)436-2145 to arrange a police officer to retrieve this if within the city limits or drop it off with the Station Officer at the police department. Outside the city limits, mail to "Portsmouth Police Department, 3 Junkins Avenue, Portsmouth, NH 03801 - ATTN: Patrol Shift Commander". Please include any surveillance available.

TO BE COMPLETED BY PERSON MAKING REPORT

PART I

1. Please detail what steps you or your employees have taken to contact the suspect and/or recover your loss.

Was the passer contacted? YES NO

By what person? _____

When? _____

Where? _____

Result? _____

2. Has the passer attempted to make restitution? YES NO If so, please detail:

Have you successfully served a 14-day statutory bad check notice on the passer? Y __ N__

If Yes, how: Certified mail or Personal Service? _____

If not served, the reasons why: _____

Do you feel that you have exhausted your ability to collect this check? Y____ N ____

3. Have you retained an attorney or turned this matter over to a collection agency in an attempt to collect the check? Y____ N ____

If so, whom: _____

NOTE:

Please indicate on the reverse side of this form, anything you feel would help in locating and prosecuting this person.

The decision whether or not to prosecute this individual will be made by the Portsmouth Police Department or a representative of the Rockingham County Attorney's Office, who will take into account numerous factors, including what evidence exists of intent to defraud and the availability of bank records.

REPORT

PART II

1. Your Business Name: _____

2. Business Address: _____ Bus. Phone: _____

3. Person Making Report: _____ Job Title: _____

Home Address: _____ Home Phone: _____

DOB: _____ Social Security # _____ - _____ - _____

4. Full address of Business Branch, **place** where the check was accepted:

5. Check # _____ Date Check was ACCEPTED: _____ Amount \$ _____

6. Name of person who presented check: _____

Please submit **any surveillance** of the transaction along with the package. If surveillance is not available at the time, but exists, who is the contact person?

NAME _____ CONTACT INFO _____

**THE NEXT SECTION MUST BE COMPLETED BY
PERSON WHO ACTUALLY TOOK THE CHECK:**

1. Your Name: _____

Home Address: _____ Zip: _____

2. Your Home Phone: _____ DOB: _____ SSN: _____

3. Description of Passer: Race: _____ Age: _____ Sex: _____ Ht: _____ Wt: _____

Hair Color: _____ Hair Length: _____

Name Given To You By Passer: _____

Passer Claimed Employment At: _____

Address of Passer:

Phone Number Given To You by Passer _____ Passer's Drivers License _____ State: _____

Other I.D. Used: _____

4. Description of automobile involved (if any):

Make: _____ Model: _____ Color: _____

License Plate Number: _____ State: _____

5. Description of person(s) who accompanied the Passer (if any):

6. Name of other person(s) who witnessed the transaction and a phone number at which they can be reached:

PLEASE CIRCLE THE PROPER RESPONSE:

1. Do you recall the transaction and/or what was purchased? YES NO
2. Was the Passer known to you? YES NO If YES, how? _____

3. As the person who accepted the check, can you identify the Passer? YES NO
If YES, how? _____

4. What did the Passer obtain in exchange for the check? (a) Credit for a bill? YES NO (c) Cash?
YES NO
Amount: _____ (d) Services? YES NO (d) Merchandise? YES NO
Describe: _____

5. Was the check post dated and/or did the Passer ask you to hold the check to a future date? YES
NO
6. Did you see the Passer write the check and/or endorse the check? YES NO
7. Did you initial, mark upon or write upon the check at the time you accepted it? YES NO
If YES, what? _____
8. Your signature: _____ DATE: _____

Criminal prosecution does not guarantee restitution as prosecution is designed to punish, not to collect debts; if you agree to prosecute this defendant, **you cannot drop the charges if he/she offers to pay the check.** If a criminal case cannot be proven, the check will be returned to you upon request.

I hereby understand and agree that all the information contained in this document may be used by and disseminated among all Law Enforcement Agencies, the Office of the County Attorney and the Courts. I also understand and agree that this check is being submitted for criminal prosecution and that if criminal prosecution is instituted, it will be necessary for those persons having knowledge of the facts to appear and testify in Court.

I hereby certify that **no one has accepted full or partial restitution for this particular check,** as of this date, and I further agree NOT TO ACCEPT RESTITUTION WITHOUT NOTIFYING the:

**Portsmouth Police Department
Detective Division
3 Junkins Avenue
Portsmouth, N.H. 03801
(603) 436-2511**

I hereby certify that I have read and understand the directions for this form and that all the facts herein are to the best of my knowledge, true, accurate and complete.

SIGNATURE OF PERSON MAKING REPORT

PRINTED NAME OF PERSON MAKING REPORT

DATE: _____