

# Financial Crime Reporting

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A STRATEGY FOR SUCCESSFUL DOCUMENTATION

Cedar Park Police Department  
512-260-4600 | 911 QUEST PKWY, CEDAR PARK, TX 78613

*Cedar Park Police Department*  
**FINANCIAL CRIMES CHECKLIST**

We understand how unsettling it is to be a financial crime victim and want to do everything possible to bring closure to your financial crimes case. Please follow the below instructions. Additional information, including our process of investigation, can be found on page 5.

1. Fill out all questions on page 1.
2. Depending on type of crime, attach appropriate documentation (list included on page 2).
3. Fill out the voluntary statement (page 3-4).
4. **Once the forms have been filled out**, and the documentation obtained, you may either:
  - a. Drop them off at the Cedar Park Police Department and speak with an officer to file the report, or
  - b. You may call our non-emergency number at (512) 260-4600 ext. 0 to request that an officer be dispatched to take a report. Depending on call volume, our officers can respond 24/7 anywhere in our city limits.

**In ALL cases, we must have all documentation listed in the checklist to move forward.**

**Note:** All applicable questions must be answered. If additional space is needed, use the back of the form. **A full, unedited account statement for the prior 90 days must part of this submission packet. Do not edit/alter the statement or black out any information.**

**Name of victim:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State :** \_\_\_\_\_

**Name as it appears on card:** \_\_\_\_\_

**Card Issuer (Bank, Credit Union):** \_\_\_\_\_

**Card Number:** \_\_\_\_\_ **Type (Visa, MC, Amex):** \_\_\_\_\_

(include additional card numbers on a separate page)

**Name of additional authorized signers or joint persons:** \_\_\_\_\_

**Names of anyone who has had possession of your card:** \_\_\_\_\_

**Type of offense:** check(s)    credit card/debit card    ID theft

**Other:** \_\_\_\_\_

**Fraud Claim Number (If available):** \_\_\_\_\_

**Date and Location card was lost or stolen:** \_\_\_\_\_

Have you already made a Credit/Debit card abuse report? Y / N

If yes, case number and jurisdiction: \_\_\_\_\_

Has the account holder declared there are unauthorized charges? Y / N

Have the charges to your card been reimbursed by your bank? Y / N

Have you been told by your bank that the charges will be reimbursed? Y / N

Were you in possession of your card when charges were made? Y / N

Was a PIN used? Y / N

## FORGERY

Forgery occurs when another person alters, makes, complete, execute, or authenticates any writing as to be that of another. This applies to original checks ordered and forged, or if someone else printed checks with your information on them.

- Completed voluntary statement
- Copy of forged document or original if available (i.e.: check, money order, etc.)
  - Include front/back of check
- Documentation of fraud filed with your banking institution
- Bank statement documenting fraudulent charges and date, time and location where they occurred
- Fraudulent activity highlighted or circled

## CREDIT/DEBIT CARD ABUSE

Credit/Debit card abuse occurs if someone uses your credit or debit card information (even if you still have the card in your possession).

- Completed voluntary statement
- Documentation of fraud filed with your banking institution
- Bank statement documenting fraudulent charges and date, time and location where they occurred
- Fraudulent activity highlighted or circled

## IDENTITY THEFT

Identify theft occurs if someone uses your personal information (name, birthday, social security number, etc.) to pretend to be you and open accounts or conduct business in your name.

- Completed voluntary statement
- Account information, applications or other supporting documentation
  - Documents may include copies of bills, debt collection notices, business letters, or other documentation and a credit report if available.
- Credit Report documenting fraudulent activity (if available)
- Fraudulent activity highlighted or circled

### IMPORTANT NOTE:

If this report is for a credit/debit card abuse, check forgery, unauthorized electronic transfers (ACH) or unauthorized online purchases; contact your bank and obtain an original or copy of your bank statement and TRANSACTION date/times. **IMPORTANT:** The financial crime report requires that the victim provide TRANSACTION date/times rather than POSTED date/times.

**In addition to filing a police report, additional resources can be found with the Federal Trade Commission and the Internal Revenue Service.**

<http://www.FTC.gov>

<http://www.ftccomplaintassistant.gov>

<http://www.irs.gov/individuals/identity-protection>

**Legible and unaltered copies of account statements and any supporting documentation are required. Please provide a copy of any reports made outside of Cedar Park that may be associated with this case.**

**KEEP COPIES OF EVERYTHING FOR YOUR RECORDS.**

OCA: \_\_\_\_\_  
(Case Number)

CEDAR PARK POLICE  
911 QUEST PARKWAY  
CEDAR PARK, TEXAS 78613  
(512) 260-4600



Home # \_\_\_\_\_  
Cell # \_\_\_\_\_  
Work # \_\_\_\_\_  
Employer: \_\_\_\_\_  
Email: \_\_\_\_\_  
Height: \_\_\_\_\_ Build: \_\_\_\_\_  
Hair color: \_\_\_\_\_ Eye color: \_\_\_\_\_  
Skin Tone: \_\_\_\_\_  
Scars/Tattoos: \_\_\_\_\_  
City & State of Birth: \_\_\_\_\_  
S.S. # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
DL # \_\_\_\_\_ DL State: \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_\_\_\_  
(Date that statement is being made)

Time: \_\_\_\_\_ AM / PM  
(Time that statement is being made)

Location of incident: \_\_\_\_\_

I, \_\_\_\_\_, AM \_\_\_\_\_ YEARS OF AGE AND MY DATE OF BIRTH IS \_\_\_\_\_.  
(Printed name of person making statement) (Age)  
(MM/DD/YYYY)

I LIVE AT: \_\_\_\_\_  
Address (Including Apartment #) City, State, Zip

I, \_\_\_\_\_, AM NOT UNDER ARREST FOR, NOR AM I BEING  
DETAINED FOR ANY CRIMINAL OFFENSES CONCERNING THE EVENTS THAT I AM ABOUT TO MAKE  
KNOWN TO THE **CEDAR PARK POLICE DEPARTMENT**. I VOLUNTEER THE FOLLOWING  
INFORMATION OF MY OWN FREE WILL, FOR WHATEVER PURPOSE IT MAY SERVE. NO ONE HAS  
MISTREATED, THREATENED, OR FORCED ME IN ANY WAY TO MAKE THIS STATEMENT AND NO  
ONE HAS GIVEN ME ANYTHING OR PROMISED ME ANYTHING TO MAKE THIS STATEMENT.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I HAVE READ THIS STATEMENT CONSISTING OF \_\_\_\_\_ PAGE(S), EACH PAGE OF WHICH BEARS  
MY SIGNATURE AND THE FACTS CONTAINED HEREIN ARE TRUE AND CORRECT. MY STATEMENT  
WAS FINISHED AT \_\_\_\_\_ AM / PM, ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Police Officer Signature

\_\_\_\_\_  
SIGNATURE OF PERSON MAKING STATEMENT



Multiple horizontal lines for writing the statement.

I HAVE READ THIS STATEMENT CONSISTING OF \_\_\_\_\_ PAGE(S), EACH PAGE OF WHICH BEARS MY SIGNATURE AND THE FACTS CONTAINED HEREIN ARE TRUE AND CORRECT. MY STATEMENT WAS FINISHED AT \_\_\_\_\_ AM / PM, ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Police Officer Signature

\_\_\_\_\_  
SIGNATURE OF PERSON MAKING STATEMENT

## INVESTIGATIVE PROCESS

- Once a packet is received, it will be reviewed by an Investigator to determine if it is complete and if the case will be assigned to a Detective. If the packet is not complete, the victim will be notified about what information is needed. There can be exceptions to the above procedures, with supervisor approval.
- If your card, check, or ID was loaned to another person to use, it will be considered a civil matter.
- Once Investigators receive the report, they will determine if the case needs to be investigated by this or other agencies. If the offense occurred in another jurisdiction outside Cedar Park, this report will be forwarded to that agency for additional follow-up.
- Investigators will attempt to obtain surveillance video of the offense, if it is available. This is why prompt completion of this report is critical, as most businesses do not retain surveillance video for extended periods of time.
- Copies of bank statements, documents, and other personal information will not be publicly released and are secure within the Police Department. They are necessary for prosecution, as a paper trail to offenders is critical in any investigation.

### *Additional Information*

- The Police Department suggests that the victim check their credit report activity and place a fraud alert with one or all of the three major credit-reporting agencies to determine if additional accounts have been opened using your personal identifying information.

Equifax – <http://www.equifax.com> 888-766-0008

Experian – <http://www.experian.com> 888-397-3742

Trans Union – <http://www.transunion.com> 800-916-8800

You may also report online crimes to [www.IC3.gov](http://www.IC3.gov), an FBI maintained website. This is especially useful if you have become the victim of a scam resulting in sending money overseas.

- If you are the victim of Identity Theft, and your Federal Tax information is involved, in addition to filing this report, you should go to the IRS website (<http://www.irs.gov>) and follow the link at the bottom for “Identity Theft”.
- The victim should record the names of the persons they have contacted at their financial institutions, and include these names and contact numbers in their written statement.
- The Police Department suggests that the victim file a fraud report with the bank, credit card company, and collection agency (if involved) and obtain a reference number. Include the reference number in the statement.