

Identity Theft, Fraud, and Financial Crime Reporting

A STRATEGY FOR SUCCESSFUL DOCUMENTATION

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

Cedar Park Police Department

IDENTITY, FRAUD, AND/OR FINANCIAL CRIMES CHECKLIST

We understand how unsettling it is to be a crime victim and want to do everything possible to bring closure to your 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. Submit the report online through <http://cedarpark.policetocitizen.com>, 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? Yes No

If yes, case number and jurisdiction: _____

Has the account holder declared there are unauthorized charges? Yes No

Have the charges to your card been reimbursed by your bank? Yes No

Have you been told by your bank that the charges will be reimbursed? Yes No

Were you in possession of your card when charges were made? Yes No

Was a PIN used? Yes No

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.

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



Cedar Park Police Department

911 Quest Parkway | Cedar Park, Texas 78613 | 512-260-4600

VOLUNTARY STATEMENT FORM

Date: _____ Time (including a.m./p.m.): _____

Location (of incident): _____

I (name) _____, am _____ years of age and my date of birth is _____. I live at _____.
I (name) _____, am not under arrest for, nor am I being detained for any criminal offenses concerning the events 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. Nobody 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 therein are true and correct. My statement was completed at (time including a.m./p.m.) _____ on (date) _____

Notary or Peace Officer

Signature of Person Making Statement

VOLUNTARY STATEMENT FORM
(cont.)

I have read this statement consisting of ____ page(s), each page of which bears my signature and the facts contained therein are true and correct. My statement was completed at (time including a.m./p.m.) _____ on (date) _____

Notary or Peace Officer

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, 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.