



**MESA POLICE DEPARTMENT
CRIMINAL INVESTIGATIONS UNIT
DOCUMENT CRIMES**



Forgery Report Packet

Forgery Report Instructions

1. Have the involved employee (s) complete an attached Forgery Witness Form. Ensure that each Forgery Witness Form is completed in its entirety.
2. Place a check mark next to any of the following evidence that may apply to this incident (attach any items that are checked).

- ___ Photograph of account holder at time account was opened
- ___ Surveillance video or photographs of suspect involved in incident
- ___ Affidavit of Forgery
- ___ Original forged check in protective sleeve
- ___ Ink print of right index finger obtained at time account was opened & at the time of the transaction
- ___ Contact name and information
- ___ Originals or copies if Identification used by check presenter (Identification number must be written on check at the time of the transaction)

3. DO NOT SUBMIT THIS FORGERY REPORT PACKET UNTIL ALL WITNESS FORMS ARE COMPLETED & ALL AVAILABLE EVIDENCE IS OBTAINED.

4. Mail this cover sheet, the completed Forgery Witness Forms, & any applicable evidence check marked above to:

**MESA POLICE DEPARTMENT
ATTN: METRO RESOURCES DIVISION
DOCUMENT CRIMES DETAIL
P.O. BOX 1466
MESA, AZ 85211**

NOTE: This packet will be reviewed for completeness prior to being assigned to a Document Crimes Detective/Investigator. Please ensure that all Forgery Witness Forms are completed and that all evidence relating to this incident is attached. It may be necessary to delay the submittal of this packet until this information can be collected.

IMPORTANT: Failure to provide all requested information might result in time delays that could be detrimental to the successful prosecution of this case.

IF INK PRINT AND IDENTIFICATION NUMBER ARE NOT RECORDED ON THE CHECK, THIS CASE WILL NOT BE INVESTIGATED AT THIS TIME.



**Mesa Police Department
Forgery Report Packet
Incident Summary Form**

Incident Details-

Date of Incident: _____

Time of Incident: _____ (indicate A.M. or P.M.)

Name of Business: _____

Physical Address of Business: _____

Employee Check was Presented to: _____

Employee Title: _____

Forged Check Details-

Payee Name: _____

Payee Address: _____

Payee Phone: _____

Payee Identification #: _____ (Indicate State)

Payee Account #: _____

Check #: _____ Check Amount: _____

Account # check is drawn off: _____

Check Maker Name: _____

The check was determined to be a forged instrument based on the following reason (s):
(e.g. reported stolen, contact with the account holder, quality of document, etc... Be as detailed as possible.)

MESA POLICE REPORT # _____



POLICE DEPARTMENT



Location & Witness Information-

Business Name- _____

Physical Address of Business where check was presented- _____

Business Phone # - _____

Witness Name- _____

Witness Title- _____

Witness Date of Birth- _____

Date Check presented- _____ **Time Check presented-** _____ A.M./P.M.

Suspect Check Information-

Suspect Name-

Suspect Address (if known)-

Suspect Phone (if known)- _____

Suspect Account # (if applicable)- _____

Check Maker Name- _____

Check #- _____ **Check Amount-**

Bank Check is drawn off- _____

Account Number Check is drawn off- _____



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Description of Suspect & Vehicle (complete any that are applicable)

Sex (Circle One)- Male or Female

Race- _____

Approx. Age- _____

Approx. Height- _____

Approx. Weight- _____

Hair Color- _____

Eye Color- _____

Clothing- _____

Scars, Marks, Tattoos- _____

Any other distinguishable features- _____

Vehicle Information (Make, Model, Color, License Plate, etc.)- _____

Additional Information-

Can you identify the suspect (circle one)? YES/NO

Will you aid in prosecution (circle one)? YES/NO

Did the suspect present the forged check to you (circle one)? YES/NO

What identification did the suspect present (check type)? ID# _____

DL _____ ID _____ Passport _____ Military ID _____ Other _____

Did you record the ID number and type on the forged check (circle one)? YES/NO

If a photo ID was used, was the picture compared to the suspect (circle one)? YES/NO

If yes, did the picture appear to be of the suspect (circle one)? YES/NO

Did the suspect endorse/sign the forged check in your presence (circle one)? YES/NO



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The check was determined to be a forged instrument based on the following information (e.g. reported as stolen, contact with account holder quality of document, etc. Be detailed with your explanation):

Include a brief synopsis of the events related to the forged instrument that was presented:

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