Bad Check Investigation

Instructions and Complaint Packet

The following requirements must be met for the Cheshire Police Department to investigate a bad check complaint.

1. The check is dated for the date it was issued.
   (The court will not accept cases where the check was postdated.)
2. The complainant did not agree to hold the check before presenting it for cash value.
3. The suspect was identified by use of a valid identification card or direct personal recognition.
4. The check was not a third party check.
5. The check was presented for payment within thirty (30) days of its issuance.
6. No form of restitution has been initiated; i.e. partial payment.
7. No civil process of restitution has been initiated.
8. The complaint is made within ninety (**90**) days of the check being issued.
9. The total amount of the check(s) is greater than $100.
   (The court will not prosecute cases under this amount.)

The victim of the bad check should make sure that the following steps are taken before filing a complaint with the Cheshire Police Department.

1. The victim has the original check.
2. The victim must send a formal letter to the address of the suspect. The letter must be sent a letter via certified mail with a return receipt requested. The letter must indicate the following:
   a) The suspect wrote the check to the victim on a specific date.
   b) The check was presented for payment and rejected.
   c) The victim demands payment of the amount of the check within eight (8) days of the receipt of the letter.
   d) Criminal charges will be filed if the suspect has not complied with the above requirements.

After the eight (8) day period has past, the victim should then complete a Bad Check Investigation Packet. The Cheshire Police Department will only accept forms supplied by the department at Cheshire Police Headquarters, or downloaded from **www.cheshirect.org/police-services**.

The forms should be completed by the victim as well as the person who received the check. If any portion of the forms are not completed, or are inaccurate, the forms will not be accepted. Also, cross-outs, and the use of whiteout is not acceptable.

Complete the forms and have all relevant documentation with you before responding to the Cheshire Police Department to make your complaint. A patrol officer will initiate the investigation and prepare an initial case report.

CHESHIRE POLICE DEPARTMENT

BAD CHECK INFORMATION

Case #: _____

Reported to Officer: _____ I.D. # _____

Part 1

TO BE COMPLETED BY COMPLAINANT

Business Name:
Business Address:
Person Making Report: _____ Date of Birth ___/___/_____

Full address of business office where check was accepted:
_____

Date Check Accepted: ___/___/_____
    Check Number: _____
    Check Amount: _____
       (Court will not prosecute amounts under $100.00)

Name used by person who presented check: _____
Was check presented for payment more than once?   YES ____ NO ____ When? ___/___/_____
On what check date was the issuers account closed?   ___/___/_____

Detail what steps were taken to contact issuer and recover losses.
_____
_____
_____

Was contact made with the issuer?   YES ____ NO ____
    If Yes, by whom?   _____
    When?   _____
    Where?   _____
    Results: _____

It is the responsibility of the complainant to send by certified mail/return receipt requested, a letter to the person/firm issuing the bad check demanding restitution. Enclose copies of the letter and post office receipts with this packet.

Results Of Certified Mailing:

Did The Issuer Make Contact With You?　　　　YES ____　NO ____
Has The Issuer Attempted to Make Restitution?　YES ____　NO ____　　If Yes, please explain:
_____
_____

Have you filed a civil action against the issuer?　YES ____　NO ____
If Yes,
　　　　Court Name:　_____
　　　　Docket #:　　_____
　　　　Case Status:　_____

Have you retained an attorney or turned the matter over to a collection agency?　YES ____　NO ____
If so, whom?　　　　　_____

Please indicate below, anything you feel would be helpful in locating the issuer.
_____
_____

PART 2
　　　　　　　　MUST BE COMPLETED BY THE PERSON WHO TOOK THE CHECK

　　　　Name:　　　　　　　_____
　　　　Home Address:　　　_____
　　　　Home/Cell phone:　　_____

Description of Issuer:
　　　　Race:　　　　_____
　　　　Age:　　　　_____
　　　　Sex:　　　　_____
　　　　Height:　　　_____
　　　　Weight:　　　_____
　　　　Hair color:　_____
　　　　Hair length:　_____

Name used by issuer:　　　　　　_____
Issuer claimed employment at:　　_____
Phone number given by issuer:　　_____
Address of issuer:　　　　　　　_____
Issuer's driver's license number:　_____ State: _____
Did the signature on the license match the issuer's signature on the check?　YES ____　NO ____
Other identification used?　　　　　　　　　　　　　　　　　　　　　YES ____　NO ____
Did the issuer's appearance match the photo identification?　　　　　　　YES ____　NO ____
Description of automobile used (if applicable):　　_____
　　　　Make:　　　　_____
　　　　Model:　　　_____
　　　　Color:　　　_____
　　　　Plate number: _____　　State: _____

Description of those accompanying the issuer (if any):

_____
_____

Name and contact number of anyone who witnessed the transaction:
      Name: _____
      Address: _____
      Home/Cell Number: _____

Do you recall the transaction?   YES _____ NO _____
Was the issuer known to you?   YES _____ NO _____ If Yes, how? _____
Were company policies and procedures followed?   YES _____ NO _____ If No, explain below:

_____
_____

Was any special consideration given to the issuer when accepting this check? (Choose all that apply)

      Credit for a bill?   YES _____ NO _____
      Services?   YES _____ NO _____
      Cash?   YES _____ NO _____
      Merchandise?   YES _____ NO _____
      Rent or mortgage?   YES _____ NO _____
      Other?   YES _____ NO _____ If Other, describe:_____

_____

Was the check postdated?   YES _____ NO _____

Did the issuer ask you to hold the check until sometime in the future?   YES _____ NO _____

Did you see the issuer write or endorse the check?   YES _____ NO _____

Did you initial, mark upon, or write upon the check at the time you accepted it?   YES _____ NO _____
      If yes, describe: _____

_____   _____
Signature of person who actually accepted the check: Date:

I hereby understand and agree that all the information contained in this document is to be used by, and disseminated among, all law enforcement agencies, the Office of the State's Attorney, and the courts. I also understand and agree that this check(s) is being submitted for criminal prosecution and, if criminal prosecution is instituted, it may 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(s) as of this date, and I further agree NOT TO ACCEPT RESTITUTION WITHOUT NOTIFYING THE INVESTIGATING POLICE OFFICER.

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

_____   _____

Signature of person making complaint   Date Signed