



*City of* **Hanford**  
Police Department

## Forgery Report Packet

This forgery report packet is only to be completed by financial institutions or check cashing businesses.



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## **Forgery Report Packet**

### **IMPORTANT INFORMATION:**

- This form is to facilitate the reporting of forgeries by businesses to the Hanford Police Department.
- It is not intended for the reporting of Credit Card or Identity Theft.
- One Forgery Packet must be completed for each separate incident.
- Do not combine the information and evidence from multiple events into one packet, even if it involves the same suspect.
- Failure to complete this packet as directed and in a timely manner may delay our ability to complete a report and successfully arrest any suspect(s).

### **FORGERY REPORT INSTRUCTIONS:**

1. Complete the attached Incident Summary Form. (Please print)
2. Distribute an attached Forgery Witness Form to each employee who witnesses the Incident.
3. Ensure that each Forgery Witness Form that is distributed is completed in its entirety.
4. Place a check mark next to, and attach any of the following evidence that may apply to this incident.
  - \_\_\_\_\_ Surveillance photographs of check presenter.
  - \_\_\_\_\_ Fingerprints of check presenter.
  - \_\_\_\_\_ Application for check cashing.
  - \_\_\_\_\_ Affidavit of Forgery.
  - \_\_\_\_\_ Original forged check in protective sleeve or best copy available, front and back.
  - \_\_\_\_\_ Victim account holder information.
  - \_\_\_\_\_ Contact name and phone number for responsible party.
5. Please **do not** submit this forgery report packet until all witness forms are completed and all available evidence is obtained.
6. Completed and all available evidence is obtained. **One packet will be used per incident (i.e. per check accepted)**
7. Mail this cover sheet along with all the completed forms in this packet to the address listed below:

Hanford Police Department  
425 N. Irwin Street  
Hanford CA 93230

**NOTE:** This packet will be reviewed for completeness prior to being assigned to a Police Officer. Please insure that the Incident Summary Form and the 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.



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### **CHECK CASHING/PAYDAY LOAN STORES**

#### **Special Instructions:**

Check Cashing and Payday Loan stores enter into civil agreements with their clients which includes an application/contract process which allows the store to retain a percentage of the check/loan total. By conducting business in this manner, it places the Check Cashing/Payday Loan business in a unique position to employ quality crime prevention practices which in turn will aid the Hanford Police Department with the timely and successful follow up of the crimes committed in their businesses.

**A report will only be investigated if the following procedures are followed.**

**(All cases are reviewed and exceptions will be determined on a case by case basis).**

#### **Application Process**

- Only a U.S. government ID or other recognized entities, that are verifiable with a custodian of records and with a photograph, will be accepted at the time of application. A copy of both sides of this ID will be made and kept within the applicants file. Examples of this type of ID would be a Drivers License or ID issued by a state within the USA. A valid Pass Port from the country of origin into the USA or American Visa with photograph and finger print. Department of Corrections card with Photograph. (Government ID's from other countries are not verifiable)
- Legible (not smudged) index fingerprint on the application suitable for comparison to fingerprints placed on checks passed in the future (See figure A).
- A quality frontal photograph of the clients face without sunglasses/hat attached to the application.

#### **Time of each document (check) presentation**

- A photograph/video of each transaction. (To be compared to application)
- A legible right index finger print will be placed on the back of all checks to be compared to the print from the application (See figure A).

#### **Business Forgery Packet Submittal**

- Each Forgery Packet submitted to the Hanford Police Department will outline one transaction.
- Each Forgery Packet will contain a copy of all documentation completed at the time of application. This will include a legible right index finger print and photograph of the applicant.
- Each Forgery Packet will contain the original check passed, a photograph taken at time of transaction, absent any sunglasses and hats as well as a legible right index fingerprint placed on the document passed.



Figure A



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**Forgery Report Packet**

**Check Presenter Information**

On \_\_\_\_\_ at approximately \_\_\_\_\_ (a.m./ p.m.)  
(Date) (Time)

A forged check was presented at \_\_\_\_\_ located at  
(Name of Business or Financial institution)

\_\_\_\_\_ in the City of Hanford California. The check was  
(Physical Street Address)

presented to employee \_\_\_\_\_  
(Name/ Title)

Payee Name	
Payee Address	
Payee Phone	
Pay to Name	
Check Number	
Check Amount	
Account Number	

The forged check contained the following information:

**Suspect Description**

1. What identification was presented by the suspect? \_\_\_\_\_  
(Please include identification number: e.g., California DL#B1234567, California ID#B1234567, etc.)

2. \_\_\_\_\_  
(Race) Sex (M/F) Hair Color Approx Age

3. \_\_\_\_\_  
Clothing Description (include as much detail as possible, i.e. color, wearing hair, writing/ designs on clothing).

4. \_\_\_\_\_  
Other Distinguishing Features (i.e. visible scars, tattoos, birthmarks, acne, glasses, braces, etc.).

5. \_\_\_\_\_  
Suspect Vehicle Information (i.e. color, make, model, year, license plate number, license plate state).



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**Witness Information**

(To be completed by the person who accepted the check.)

1. Witness Name: \_\_\_\_\_  
Last First Middle

2. Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

3. Sex: M  F

4. Business Name: \_\_\_\_\_

5. Business Address: \_\_\_\_\_

6. Business Phone: \_\_\_\_\_

7. Other Phone: \_\_\_\_\_

8. Can you identify the suspect? Y  N

9. Will you aid in prosecution? Y  N

10. Did the suspect present the forged check to you? Y  N

11. Was the identification number recorded on the forged check? Y  N

12. If a photo ID was used, was the picture compared to the suspect? Y  N

13. If yes, did the picture appear to be of the suspect? Y  N

14. Did the suspect endorse/sign the forged check in your presence? Y  N

15. Would you be able to identify the suspect if seen again or through a photograph? Y  N

16. If an officer needs to contact you when would be a good date and time? \_\_\_\_\_



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**Incident Summary**

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

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Describe the events that you witnessed in regards to this forgery incident.

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

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