	Broomfield Police Department **Fraud Complaint Form**	**Instructions**

CRITERIA FOR ACCEPTANCE OF FORGERIES AND IDENTITY THEFT

The only criteria for Forgery cases are that the forged document was issued or passed within the City and County of Broomfield. Victims of forgeries must comply with the following:

1. Complete an Affidavit of Forgery, properly signed in the presence of a Notary public, preferably at the Police Department. Please use the attached form or one provided by your bank.
2. Complete handwriting exemplars on forms provided by the Police Department and per the instructions of the Police Officer administering the handwriting exemplar.
3. Be willing to testify in court at trial, including but not limited to, the following testimony:
    a. that you did not make or endorse the suspect document(s) or
    b. that you did not authorize the making or endorsement of the suspect document(s).
4. Provide original or copy of the front and back of the forged or fraudulent document.

If you are a victim of Identity Theft (personal or financial information used to gain some thing or some benefit without your authorization) all that is required for case acceptance is that you are a resident of the City and County Broomfield when the incident occurred. Please keep in mind that cases may be reviewed and forwarded to another jurisdiction for follow-up and prosecution. This is often the case when the suspect(s) or completed crime(s) are in another State or Country.

CRITERIA FOR ACCEPTANCE OF NON-SUFFICIENT/CLOSED ACCOUNT CASES

1. The check was issued, offered, or passed within the City and County of Broomfield for an <u>immediate</u> exchange of goods or services.
2. At the time the check was accepted, the person who received the check:
    a. Obtained a valid state, military, or government photo I.D. from the person presenting the check and wrote the I.D. number on the check
    b. Wrote his/her initials on the check
    c. Compared the signature on the I.D. with the signature on the check
    d. Compared the photo/physical description on the I.D. with the person passing the check
3. The check must be presented to the bank twice.
4. A courtesy notice must be sent to the check passer requesting payment within 14 days and sent Certified Mail with a return receipt requested and returned with this form.
5. This form and accompanying documents must be submitted within 60 days of the date the check was issued.
6. The check cannot be:
    a. post-dated
    b. a two-party check
    c. payment of a loan or debt
    d. an extension of credit
    e. made to “cash”
    f. marked “stop payment”
    g. a rent check
    h. a payroll check
    i. a government-issued check
7. The person who received the check has completed the appropriate section on the next page.
8. The check was written for over $2,500.

If this is a non-sufficient funds check for under $2,500 that you or your business has received, please call the 17th Judicial District’s Bad Check Victim Hotline at 888-440-1806.

Broomfield Police Department
Fraud Complaint Form

Please check one of the following to describe your report:
☐ Fraud ☐ Identity Theft ☐ Bad Check

CR # _____

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Victim Name: Last, First, Middle **or Business Name**				Date of Birth	Sex
If different from above when the events described in this complaint took place, I was known as:				Daytime Telephone Number	
Home Address	City	State	Zip Code	E-Mail Address:	
Social Security Number		Driver's License #			State
Employer Name				Position	
Work Address	City	State		Zip Code	Work Phone

Type of Fraud You Have Experienced (Check all that apply):

☐ Credit Cards
☐ Checking or Savings Accounts
☐ Loans
☐ Phone or Utilities
☐ Securities or Other Investments
☐ Internet or E-Mail
☐ Government Documents or Benefits
☐ Other _____

Were check(s) / credit card(s) stolen?
☐ Yes ☐ No

If yes, was a police report filed on the stolen check(s) / credit card(s)?
☐ Yes ☐ No

Have you made a police report with any other police department?
☐ Yes ☐ No Date: _____

Agency _____ Report Number _____

Did you report this to your bank?
☐ Yes ☐ No

Name of Bank: _____

Reference / Claim #: _____

Type of Document: Complete all that apply. **NOTE: Please attach copies of the below listed documents if you have them**

☐ Forged or Counterfeit Check Name on Check: _____ Account # _____

☐ Money Transfer Money Transfer # _____ Location of Transfer _____

☐ Traveler's Check Check # _____ Amt. $_____ ☐ Other _____

Credit / Debit / ATM Card: ☐ Card in my possession at time of fraud ☐ Card was <u>not</u> in my possession at time of fraud

Type of card: ☐ Visa ☐ Master Card ☐ Discover ☐ American Express Account #: _____

☐ Debit / ATM Card, #: _____ ***(List Additional cards in Narrative)***

Reason Check/Credit Card/Other Not Honored ☐ Forgery ☐ Altered ☐ Other _____

Date Check Received	Time Received	Location Where Check Received:			
		Address	City	State	Zip Code
Date Check Deposited	Bank Name and Address Where Check Deposited				

Has an Affidavit of Forgery been completed either with your bank or with another police department? ☐ Yes ☐ No

Broomfield Police Department
Fraud Complaint Form

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Name of Business Where Check / Credit Card Was Accepted:				Telephone Number
Business Address / Location of Transaction	City	State	Zip Code	Country
Employee that accepted Check / Credit Card, if applicable:			Employee's Position, if applicable	
Did the employee ask for Identification? ☐ Yes ☐ No	What type of I.D. was it? _____ What was the I.D. number? _____			
Did the employee write the I.D. number on the check? ☐ Yes ☐ No	Did the employee initial the check? ☐ Yes ☐ No			

Suspect Info: Please provide any information you may have about the **suspect**: His or her name, and any addresses , phone numbers or E-mail or I.P. addresses the suspect may have used.

Suspect Name: Last, First, Middle			Date of Birth	Sex	Race
Home Address	City	State	Zip Code	Home Phone	
Employer Name			Position, if known:		
Work Address	City	State	Zip Code	Work Phone	
Height	Weight	Hair	Eyes	Facial Hair: ☐ Mustache ☐ Beard Glasses: ☐ Yes ☐ No	
Scars / Marks / Tattoos (location and description):	**Vehicle:** Make _____ Model _____ Color _____ License _____ State _____				
Email Address:			I.P. Address:		
Your relationship or other knowledge of the suspect, if any:					

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Describe in detail your complaint: (*This must be completed for case to be accepted.*)
Provide a chronological description of how and when you discovered the crime, and whom or what is involved with the crime. Also list any additional details that you feel would be important, or for which there was not sufficient room on the previous pages to describe. This page can be duplicated as necessary to fully describe / document the incident.

I have read this document and it is true and correct to the best of my knowledge and belief.

Signature _____ Date _____

Once this form and the Affidavit of Forgery are complete, please return by mail or in person to:

Broomfield Police Department
7 DesCombes Drive
Broomfield, CO 80020

Broomfield Police Department

Thomas C. Deland
Chief of Police

AFFIDAVIT OF FRAUD / FORGERY / IDENTITY THEFT
&
CONSENT FOR RELEASE OF RECORDS

Broomfield Police Case Report # _____

I,_____ (full legal name of reporting person) SSN:_____-_____-_____

residing at _____ (reporting person home address)

in the City of _____, County of_____, State of _____,

am the person named as "victim" / "reporting person" in the above listed Police case report number. On _____20_____ (date of report) I reported the following type of incident(s) to the Broomfield Police Department:

☐ **Forged Signature or Endorsement / Unauthorized Transaction:** My signature or endorsement on the attached check(s), draft(s), note(s), application(s), transaction receipt(s), numbered account(s), contract(s), or other document(s), was not written or authorized by me and is a forgery. Further, I have not received the proceeds or benefits, or any part thereof, from the same. Nor have I authorized the transaction(s) from / to my account(s).

☐ **Identity Theft:** To the best of my knowledge and belief, I, the undersigned, did not authorize anyone to use, or possess with criminal intent to use, my personal identifying or financial identifying information, as those terms are defined in Colorado Revised Statute 18-5-901. Said identifying information having been used to obtain, or attempt to obtain, money, credit, loans, goods, services, employment, or any thing of value or benefit.

☐ **Fraud:** I, the undersigned, state that an intentional misrepresentation of material existing fact was made by one or more persons, to me, said person(s) having knowledge of its falsity, and said person doing so for the sole purpose of inducing me to act, and / or upon which I relied, which has resulted in some financial loss to me.

I further State that this affidavit is given for the purpose of assisting in the prosecution of such person or persons who may have committed such act(s).

Pursuant to the Fair Credit Reporting Act, 15 U.S.C. § 1681, Section 609(e), upon my signature below, I hereby authorize any business entity or person associated with this complaint to release account and / or transaction information to any law enforcement agent of the BROOMFIELD POLICE DEPARTMENT, 7 DESCOMBES DRIVE, BROOMFIELD, CO 80020.

Pursuant to the aforementioned United States Code the business entity / person is hereby notified that they are required to produce such records, free of charge, within 30 days of receipt of this authorization and written request for information.

The foregoing statement has been made under oath, voluntarily, and with the full knowledge that this statement is made under penalty of perjury.

_____ _____
Signature of Reporting Person Date

The foregoing instrument was subscribed and sworn to me this _____ day of _____, 20_____.

_____
Notary's Seal Notary

My Commission Expires _____20_____

This page contains helpful information - please keep as a resource.

Action Steps for Identity Theft Victims:

- Contact all creditors, by phone and in writing, to inform them of the problem.
- Call appropriate Local, State, and / or Federal, Law Enforcement agencies for Investigation.
- Report Fraud to the Federal Trade Commission. (Contact information listed below).
- Call each of the three credit bureaus'. (Phone numbers listed below). Ask to have a "Fraud Alert" placed in your credit file asking that creditors call you before opening any new accounts. For ultimate protection a "Credit Freeze" may also be placed (Contact information listed below).
- Alert your banks and request that steps be taken to close / change accounts
- Keep a log of all your contacts and make copies of all documents.
- Contact the Social Security Administration's Fraud Hotline (number listed below).
- Contact the State office of the Department of Motor Vehicles (DMV number listed below). DMV will direct you regarding their fraud reporting procedures.
- If you have a wireless internet connection (router) ensure that the connection is "security enabled".
- Install / update virus, firewall, or mal-ware, software on all computers.
- Take your computer to a professional service for a scan of the hard drive for spyware, mal-ware, or viruses.
- Uninstall "P2P" (Peer to Peer) file sharing software / check shared files for sensitive documents which contain personal or financial information.
- Set up a "limited access user" account which has no "administrator" privileges, (sometimes called a "guest" account) on your computer, and use this account for all internet browsing or e-mail checking.
- Check social networking web pages to make sure your, or your family member's, personal information is not listed (dates of birth of children, home address, phone number(s) e-mail address, etc.)
- Contact an identity theft monitoring service / company.
- If someone was arrested, given a summons, or subjected to other legal process using your personal identifying information, you may petition the court where you reside for a "Finding of Factual Innocence". Forms for this process may be found at: http://www.courts.state.co.us/Forms/Forms_List.cfm/Form_Type_ID/36
- If someone was arrested using your personal information You **MUST** contact the Colorado Bureau of Investigation: http://cbi.state.co.us/id/Ident_ID_Discrepancy.html

Fraud / Identity Theft Resources:

- Equifax Credit Bureau, Fraud 1-800-525-6285
- Experian Information Solutions (Formerly TRW) 1-888-397-3742
- TransUnion Credit Bureau, Fraud 1-800-680-7289
- Internet Fraud Complaint Center (Visit Web site at: www.ic3.gov)
- Federal Trade Commission 1-877-IDTHEFT (Visit Web site at: https://www.ftccomplaintassistant.gov/)
- Local Police Department
- U. S. Postal Inspection Service (See federal government phone list or visit Web site at: www.usps.gov/postalinspectors)
- U.S Postal Service (Local post office) (See federal government phone list)
- Social Security Administration, Fraud Hotline 1-800-269-0271
- Colorado Department of Motor Vehicles: 303-205-8383
- http://www.coloradoattorneygeneral.gov/initiatives/identity_theft/security_freeze_option
- http://cbi.state.co.us/inv/ID_Theft/ID_Victim.html
- http://cbi.state.co.us/inv/ID_Theft/ID_Prevention.html