



SAN MARCOS POLICE DEPARTMENT

Financial crime is a growing trend across the United States and also in the San Marcos community. The San Marcos Police Department Criminal Investigations Division actively investigates reported financial crimes of all types including Identity Theft, Credit Card Fraud and Check Forgery. These investigations are often very complex and require a significant amount of research. Due to privacy laws and regulations, it often takes a Detective weeks or months to get information from financial institutions that you as a victim can get within days.

The following is a list of information needed for a Detective to conduct a thorough investigation of your case. All of the information required can be obtained by you from your financial institution and will assist in reducing the lengthy process of a Detective obtaining the information instead of you.

***** The checklist below is the information you will need to have BEFORE an officer can take a report ***
If you are unsure of any of the information requested, please contact your financial institution for assistance**

IF REPORTING A FORGED CHECK:

- Financial Institution Information** – the name and address of the bank your account is with
- Contact Name, Phone Number and Email** – the contact information for the bank employee you reported the crime to
- Bank Account and Routing Number**
- Affidavit of Forgery** - you **MUST** provide a copy of the Affidavit of Forgery from your financial institution

IF REPORTING CREDIT/DEBIT CARD ABUSE:

- Financial Institution Information** – the name and address of the bank your account is with
- Contact Name, Phone Number and Email** – the contact information for the person you reported the crime to
- Credit/Debit Card number** - (the entire card number)
- Fraudulent Transaction Information** – to include the date, time, amount, location and check number (if applicable)

****The following is an example of the transaction information that is required;**

<u>DATE</u>	<u>TIME</u>	<u>AMOUNT</u>	<u>CHECK #</u>	<u>LOCATION</u>
01/02/2009	1430 hrs	\$123.45	Check #1234	Wal Mart #404 / 1015 Hwy 80 San Marcos, TX