



Eagan Police Department

Reporting Check & Financial Transaction Card Fraud

Procedure Packet

The information contained in this packet is needed for the effective investigation and prosecution of financial crimes. It is important that you as the reporting party are aware of where the crime took place. To assist in this determination, please contact your bank or Credit Card Company and request the location(s) of the unauthorized use.

Please review the following to determine if the Eagan Police Department has jurisdiction to investigate this incident:

- My check or credit card was lost/stolen somewhere other than Eagan.
- My check or credit card was presented to a merchant somewhere other than Eagan without my permission.

If you checked either of these boxes, please contact the jurisdiction(s) where the incident occurred and file a police report.

- My check or credit card was used to make an unauthorized purchase in Eagan.
- My check or credit card was used to make unauthorized purchases in Eagan as well as other cities.
- My personal information (name, social security number, date of birth, driver's license number) was used to create a new account or to commit a crime in Eagan or any other city/state? (This is other than the unauthorized use of your check or credit card).

If you checked any of these boxes, please obtain the information listed in this packet and file a report with the Eagan Police Department.

The following documentation will be required prior to opening an investigation:

- Original check (if your bank does not retain the original, have them send a quality copy of the front and back of the check). If you are able to recover the original check, please handle the check as little as possible for evidentiary purposes.
- Affidavit of Fraud/Forgery.
- Copy of account statements that indicate the date, time, and location of any unauthorized use.
- Completed attached forms.
- Please contact the fraud department of your bank or credit card company and ask that they indicate in their file the Eagan Police Department case file number and that you will authorize the release of account information specific to the fraud.

Upon the initial report to the Eagan Police Department, this incident will be listed as a "Miscellaneous Officer Report." Once the attached documentation is completed and returned, the police department will review the case and, if applicable, assign the case for criminal investigation. If follow-up documentation is not received within 30 days of the report to police, the case file will be inactivated until such time as the requested documentation is provided.

Affidavit of Forgery

STATE OF MINNESOTA

COUNTY OF DAKOTA

I, _____, being duly sworn on oath, state as follows:

- (1) that I am at least 18 years old;
- (2) that I have examined the check, deposit, draft, withdrawal, or other transaction described below;
and
- (3) that payment of the item was not authorized by me because:
 - Forged or unauthorized account holder signature.
 - Forged or unauthorized endorser.
 - Altered amount or payee.
 - Unauthorized withdrawal.
 - Unauthorized use of stolen/lost card.

Briefly list check number(s), transaction date(s), transaction amount(s), and/or transaction location(s) below:

I also state as follows:

- (1) that I have not signed or altered the item(s) referred to above, and that I have not authorized my signature on the item(s) or alteration of the item(s);
- (2) that I have received no payment or benefit (directly or indirectly) as a result of the payment of the item(s) referred to above;
- (3) that I will provide any information I have as to the person who is responsible for signing my name on the item or altering the item; and
- (4) that all my statements above are true and that I will cooperate fully in the investigation and prosecution of this matter.

Subscribed and sworn to before me this _____ day of _____, 20_____.

Signature

Address

Telephone

Notary

NOTICE

The Federal Bureau of Investigations manages a database that allows Law Enforcement investigators to flag stolen identities. This database is supported through the National Crime Information Center (NCIC) Identity Theft File. The information submitted on behalf of the Identity Theft victim is voluntary and once entered can be accessed by other Law Enforcement agencies nationwide to assist in identity theft investigations. Personal information that will be requested may include, but is not limited to, physical description, name, date of birth, social security number, place of birth, type of identity theft, photograph, fingerprints, and a password that will be created for you.

For more information regarding this database and the voluntary submission of your personal information; please visit:

<http://www.fbi.gov/foia/privacy-impact-assessments/ncic-identity-theft>

After reviewing this website, if you are interested in providing your personal information, please contact the Eagan Police Department and request the Records Unit forward an *"FBI Identity theft file consent form"* for your signature. This form needs to be returned to the Eagan Police Department, to the attention of the Sergeant of the Investigative Unit. After which, a detective will contact you with further information.