



POLICE DEPARTMENT

The New Braunfels Police Department Criminal Investigations Division actively investigates reported financial crimes of all types including Identity Theft, Credit Card Fraud, and Forgery. These investigations are often very complex and due to privacy laws and regulations, it often takes a Detective weeks or even 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 you financial institution and will assist in reducing the lengthy process of a Detective obtaining the information. Please be aware that according to state law Credit/Debit Card Abuse and Forgery **must** be filed in the jurisdiction where the offense occurred. Identity Theft can be filed in the jurisdiction where the offense occurred or where the victim resides.

***** The checklist below is the information you will need to have BEFORE an officer can take a report *****

IF REPORTING A FORGED CHECK:

- Financial Institution Information** – the name, address, and branch information of the bank your account is with
- Contact Name, Phone Number, and E-mail** - 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 or obtain a letter from the bank listed on the check identifying the account is not valid / check is a forgery

IF REPORTING CREDIT/DEBIT CARD ABUSE:

- Financial Institution Information** – the name, address, and branch information of the bank your account is with
- Contact Name, Phone Number, and E-mail** - the contact information for the bank employee you reported the crime to
- Credit / Debit Card number** – (the entire card number)

ALL FINANCIAL CRIMES

- Fraudulent Transaction Information** – to include the date, time, amount, location of transactions (copies of statements with highlighted transactions will suffice)

The following is an example of the transaction information that is **REQUIRED**:

DATE	TIME	AMOUNT	CHECK#	LOCATION (Store name, number, and address)
01/02/2010	1200	\$123.45	1234	Wal-Mart #865 / 1209 IH 35 S New Braunfels, TX