



FINANCIAL CRIME REPORT PACKET

This packet is designed to streamline the process for reporting all Financial Crime offenses. This includes Credit/Debit Card Abuse, Check Forgery, Fraudulent Use of Identifying Information and other forms of Identity Theft.

Each business involved in the crime will have different policies and procedures. This packet is an attempt to cover all needs for both the investigators and the businesses involved. Investigative needs may include obtaining video evidence before it expires, therefore it is critical that this report be completed in its entirety and submitted as quickly as possible.

CHECKLIST

The following items are needed in order to proceed with any Financial Crime case. The Roswell Police Department can only accept a Financial Crime report if the offense occurred in the City of Roswell or the victim is a resident of the City of Roswell.

Instructions for the completion of this packet begin on the next page. Please collect each of the required items, place them in the packet, and initial next to each item collected.

REQUIRED ITEMS	VICTIM INITIALS	DATE
Completed Financial Crime Supplemental & Transaction page, if applicable	_____	_____
Copy of account statement bearing the victim's name and full card/account number or ID	_____	_____
Completed victim/witness statement describing, in detail, what occurred	_____	_____
Signed Release of Information Form	_____	_____

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INVESTIGATIVE PROCESS

- Once a completed packet is received, it will be reviewed by a Detective. If it is determined that the offense occurred in another jurisdiction, the case will be forwarded to that agency.
- Investigators will attempt to obtain surveillance video of the offense, if it is available. **Prompt completion of this report is critical, as most businesses do not keep surveillance video for an extended period of time.**
- Copies of account statements, documents, and other personal information will not be publicly released and will remain secure at the police department. These documents are necessary for prosecution, as a paper trail to offenders is critical in this investigation.

ADDITIONAL INFORMATION

- We recommend that you check your credit report activity and place a fraud alert with one, or all of the three major credit reporting agencies, to determine if additional accounts have been opened using your personal identifying information.
 - Equifax: www.equifax.com (1-888-766-0008)
 - Experian: www.experian.com (1-888-397-3742)
 - Trans Union: www.transunion.com (1-800-916-8800)
- You may also report online crimes to the FBI Internet Crimes Complaint Center: www.ic3.gov. This is designed for those who have fallen victim to an Internet crime, and is especially useful if you were scammed into sending money overseas.
- If you are the victim of Identity Theft and your Federal Tax information is involved, you should also visit the IRS website: www.irs.gov/identity-theft-central.
- We recommend that you record the names of everyone you have contacted at your financial institutions, and include these names and contact information in your written statement.

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RPD Report Number: (to be provided by PD personnel)		Date Completed:	
Victim or Reporting Person: (Last, First, Middle)		Home Phone:	
Address, including City, State & Zip:			
Email:	Cell Phone:	Work Phone:	
Date of Birth:	Race/Sex: /	Driver's License Number & State:	Social Security Number:

Complete this block for CREDIT/DEBIT card fraud, if applicable.

Bank Name:			
Complete Card/Account Number:			
Visa MasterCard American Express Other:			Credit Debit Card
If debit transaction, how PIN may have been obtained:			
List the unauthorized transactions on the next page.			

Complete this block for CHECK FORGERIES / UNAUTHORIZED ACH transactions, if applicable.

Bank Name:			
Account Number:			
List the unauthorized transactions on the next page.			

Complete this block for other forms of IDENTITY THEFT, if applicable.

Name and address or web address of Location/Business where ID theft occurred:			
Describe what ID information was used (Name, address, SSN, email, etc. Be specific if different from listed above):			
Describe how ID information was used (Example: Opened credit card with Bank of...):			
Account number(s), if applicable:			

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YOUR STATEMENT OF WHAT OCCURED

Name: _____ Date: _____

Statement:

Signature: _____

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RELEASE OF PERSONAL/FINANCIAL INFORMATION

Date: _____

To Whom It May Concern,

I, _____, have filed an official police report with the Roswell Police Department, report number _____.

In order to assist with that investigation, I authorize _____ to release all personal and financial information related to the investigation, directly to the Roswell Police Department – Criminal Investigations Division. That information may include account numbers, credit/debit card numbers, transaction dates and times, transaction locations, transaction receipts, fraud affidavits, original or copies of checks, shipping information, surveillance video, and any other investigative information as requested by the Roswell Police Department.

I authorize direct contact with your company/entity by the Roswell Police Department – Criminal Investigations Division, regarding my case.

Signature

Date

Witness Signature

Date

Print Name

Print Name

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SUBMISSION OF INFORMATION

Digital: Since time is a factor in these investigations, it is preferred that you submit your information digitally. A detective will provide instructions regarding how to securely submit this form electronically.

If this is not possible, you may:

Fax: 678-214-7255 (please include report number)

Deliver In Person: Roswell Police Department
Attn: Criminal Investigations Division
39 Hill Street, Roswell, GA 30075
Open Monday-Friday, 9:00 AM – 5:00 PM

ROSWELL POLICE DEPARTMENT USE ONLY

Received Date: _____ **Time:** _____

Received By: _____

RPD Report Number: _____

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