



**MESA POLICE DEPARTMENT  
CRIMINAL INVESTIGATIONS UNIT  
DOCUMENT CRIMES**



**Forgery Report Packet**

**Forgery Report Instructions**

1. Have the involved employee (s) complete an attached Forgery Witness Form. Ensure that each Forgery Witness Form is completed in its entirety.
2. Place a check mark next to any of the following evidence that may apply to this incident (attach any items that are checked).

- Photograph of account holder at time account was opened
- Surveillance video or photographs of suspect involved in incident
- Affidavit of Forgery
- Original forged check in protective sleeve
- Ink print of right index finger obtained at time account was opened & at the time of the transaction
- Contact name and information
- Originals or copies if Identification used by check presenter (Identification number must be written on check at the time of the transaction)

**3. DO NOT SUBMIT THIS FORGERY REPORT PACKET UNTIL ALL WITNESS FORMS ARE COMPLETED & ALL AVAILABLE EVIDENCE IS OBTAINED.**

4. Mail this cover sheet, the completed Forgery Witness Forms, & any applicable evidence check marked above to:

**MESA POLICE DEPARTMENT  
ATTN: METRO RESOURCES DIVISION  
DOCUMENT CRIMES DETAIL  
P.O. BOX 1466  
MESA, AZ 85211**

**NOTE:** This packet will be reviewed for completeness prior to being assigned to a Document Crimes Detective/Investigator. Please ensure that all Forgery Witness Forms are completed and that all evidence relating to this incident is attached. It may be necessary to delay the submittal of this packet until this information can be collected.

**IMPORTANT: Failure to provide all requested information might result in time delays that could be detrimental to the successful prosecution of this case.**

**IF INK PRINT AND IDENTIFICATION NUMBER ARE NOT RECORDED ON THE CHECK, THIS CASE WILL NOT BE INVESTIGATED AT THIS TIME.**



**Mesa Police Department  
Forgery Report Packet  
Incident Summary Form**

**Incident Details-**

Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_ (indicate A.M. or P.M.)

Name of Business: \_\_\_\_\_

Physical Address of Business: \_\_\_\_\_

\_\_\_\_\_

Employee Check was Presented to: \_\_\_\_\_

Employee Title: \_\_\_\_\_

**Forged Check Details-**

Payee Name: \_\_\_\_\_

Payee Address: \_\_\_\_\_

Payee Phone: \_\_\_\_\_

Payee Identification #: \_\_\_\_\_ (Indicate State)

Payee Account #: \_\_\_\_\_

Check #: \_\_\_\_\_ Check Amount: \_\_\_\_\_

Account # check is drawn off: \_\_\_\_\_

Check Maker Name: \_\_\_\_\_

The check was determined to be a forged instrument based on the following reason (s):  
(e.g. reported stolen, contact with the account holder, quality of document, etc... Be as detailed as possible.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MESA POLICE REPORT # \_\_\_\_\_



POLICE DEPARTMENT



**Location & Witness Information-**

**Business Name-** \_\_\_\_\_

**Physical Address of Business where check was presented-** \_\_\_\_\_

\_\_\_\_\_

**Business Phone # -** \_\_\_\_\_

**Witness Name-** \_\_\_\_\_

**Witness Title-** \_\_\_\_\_

**Witness Date of Birth-** \_\_\_\_\_

**Date Check presented-** \_\_\_\_\_ **Time Check presented-** \_\_\_\_\_ A.M./P.M.

**Suspect Check Information-**

**Suspect Name-**  
\_\_\_\_\_

**Suspect Address (if known)-**  
\_\_\_\_\_  
\_\_\_\_\_

**Suspect Phone (if known)-** \_\_\_\_\_

**Suspect Account # (if applicable)-** \_\_\_\_\_

**Check Maker Name-** \_\_\_\_\_

**Check #-** \_\_\_\_\_ **Check Amount-**  
\_\_\_\_\_

**Bank Check is drawn off-** \_\_\_\_\_

**Account Number Check is drawn off-** \_\_\_\_\_



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**Description of Suspect & Vehicle (complete any that are applicable)**

Sex (Circle One)- Male or Female

Race- \_\_\_\_\_

Approx. Age- \_\_\_\_\_

Approx. Height- \_\_\_\_\_

Approx. Weight- \_\_\_\_\_

Hair Color- \_\_\_\_\_

Eye Color- \_\_\_\_\_

Clothing- \_\_\_\_\_

Scars, Marks, Tattoos- \_\_\_\_\_

Any other distinguishable features- \_\_\_\_\_

Vehicle Information (Make, Model, Color, License Plate, etc.)- \_\_\_\_\_

\_\_\_\_\_

**Additional Information-**

Can you identify the suspect (circle one)? YES/NO

Will you aid in prosecution (circle one)? YES/NO

Did the suspect present the forged check to you (circle one)? YES/NO

What identification did the suspect present (check type)? ID# \_\_\_\_\_

DL \_\_\_\_\_ ID \_\_\_\_\_ Passport \_\_\_\_\_ Military ID \_\_\_\_\_ Other \_\_\_\_\_

Did you record the ID number and type on the forged check (circle one)? YES/NO

If a photo ID was used, was the picture compared to the suspect (circle one)? YES/NO

If yes, did the picture appear to be of the suspect (circle one)? YES/NO

Did the suspect endorse/sign the forged check in your presence (circle one)? YES/NO



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**The check was determined to be a forged instrument based on the following information (e.g. reported as stolen, contact with account holder quality of document, etc. Be detailed with your explanation):**

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**Include a brief synopsis of the events related to the forged instrument that was presented:**

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**Do you have any additional information that will assist in locating the suspect?**

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