



PALM BAY POLICE DEPARTMENT FRAUD PACKET

Report #: _____

ONLINE FRAUD PACKAGE INSTRUCTION SHEET

NOTE – Do not sign any included documents until in the presence of a sworn of a sworn law enforcement officer.

1. Please complete the fraud packet in its entirety leaving no black spaces. (Example: If the answer to a question is unknown, write “UNKNOWN”; if not applicable, write “N/A”)
2. Collect all appropriate documents, to include but not limited to:
 - Bank statement(s) that document the date, time, amount and location of each alleged fraudulent transaction. All bank documents **MUST** reflect the TRANSACTION time not the posting time.
 - Original bank checks on cases involving forged and uttered checks. (NOTE: If the bank is unable to provide you with the original checks, then you must obtain a front and back copy of each check.)

IT IS MANDATORY THAT:

- **Debit and Credit Card numbers MUST be provided.**
 - **Document transaction times, dates, AM or PM and location information MUST be listed using the enclosed “*Fraud Activity Worksheet*” and/or the “*Financial Crime Narrative*” worksheets provided, for each fraudulent transaction. (NOTE: Posting dates are not acceptable)**
3. On cases where the fraudulent transaction occurred at your bank, request that bank personnel provide you with bank security contact information, as well as research and copy any surveillance footage of the event and the n provide it to you.
 4. After completing the Fraud Package, call the Palm Bay Police Department Non-emergency number at (321) 952-3456 Option 0 to speak with a dispatcher to have an officer come and retrieve the completed package and all required documentation.
 5. The officer will complete the notary portion when they arrive, do not write in any information in the notary certification until then.

PALM BAY POLICE DEPARTMENT
130 MALABAR ROAD SE
PALM BAY, FL 32909
(321) 952-3456

**IDENTITY THEFT VICTIM'S FRAUDULENT ACCOUNT
INFORMATION REQUEST**

To: _____ Fax: _____

Account #: _____ Report #: _____

From: _____

I am formally disputing an account that I have learned has been opened or applied for with you. I did not open or apply for this account and have not authorized anyone else to do so for me. You may consider this account to be fraudulent. Below is my identifying information. I have filed a report with my local Police Department, (see above report number). Under Federal Law, all credit grantors and utilities must provide information relating to fraudulent accounts opened or applied for in an identity theft victim's identity, including a copy of the application and a record of the charges associated with the account.

A copy of the relevant Federal Law is enclosed (Attachment A). In most cases, the account information must be provided free of charge within 10 business days of your receipt of the police report and the victim's identifying information. The victim is generally permitted to authorize your release of the account information to specified law enforcement agency. I am designating the **PALM BAY POLICE DEPARTMENT** as the recipient of all account information and documents. I authorize the release of all account documents and all information to the Palm Bay Police Department.

- Application Records or screen prints of internet and phone applications
- Statements
- Payment Charge Slips
- Delivery Addresses
- Any other documents associated with the account
- All records of phone numbers used to activate the account or used to access account

NAME: _____ SSN: _____

ADDRESS: _____

PHONE: _____ FAX: _____

DESIGNATED LAW ENFORCEMENT AGENCY: **PALM BAY POLICE DEPARTMENT**

REPORT: _____

SIGNATURE

DATE



FINANCIAL CRIME REPORT

Date: _____ Case Number: _____

INSTRUCTIONS

If the suspect is known, contact the Palm Bay Police Department by calling (321) 952-3456. Please provide ORIGINAL copies of bank statements, credit card statements, checks (both sides), credit reports (Equifax, Experian, Trans Union), affidavits of forgery, and any related correspondences.

Sign this form in the presence of a Law Enforcement Officer with the Palm Bay Police Department and be prepared to show proper identification.

Financial Crime involves unauthorized use of a(n): Check Credit Card Identity
Name SSN Drivers License / ID

If initially lost or stolen, was a Police report made? Yes No N/A

If yes, which Law Enforcement Agency took the report?

Case #: _____ Investigator: _____ Phone: _____

Location of the unauthorized use (Business and address): _____

Date or between what days/time when the unauthorized use occurred: From _____ To _____

Name (Last, First, Middle): _____

DOB: _____ SSN: _____ Driver's License/ ID #: _____

Home Address (Street City, Zip): _____

Business Address (If Applicable): _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

The following items are attached: Bank Statements Credit Cards Checks (both sides)
Credit Report Affidavit of Forgery Related Correspondence Other
(describe) _____

Financial Institution (Name and Address): _____

Credit Card/Debit Card #: _____

Did the bank refund your money? Yes No

Contact Person: _____

Phone #: _____ Account #: _____

I understand that in order to adequately investigate this case, it may be necessary for the Palm Bay Police Department to request bank statements, credit reports, loan documents, etc. I hereby authorize the Palm Bay Police Department to act as my agent concerning all matters related to this case or any associated financial crime. I request that any business, agency, or person with information or documents concerning this case, provide that information to the Palm Bay Police Department upon their request.

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of _____ physical presence or _____ online notarization, this (date) by (name of person acknowledging), who is personally known to me or who has produced (type of identification) as identification.

(Signature of Victim)

(Name of Victim typed, printed or stamped)

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me, **by means of** _____ **physical presence or**
online notarization, this _____ day of _____, _____ (year),
by _____

(Signature of person taking acknowledgment)

(Name typed, printed or stamped)

(Title or rank)

(Serial number, if any)



FINANCIAL CRIME NARRATIVE

Case #: _____

Provide a clear and concise statement of the facts surrounding the crime.

You are hereby advised that making a false statement and/or false police report is a criminal violation under FSS 837.05, and 837.06 and is punishable by law.

Initial here signifying your understanding

I, _____ , do here by solemnly swear or affirm that this statement give by me, is the truth, the whole truth and nothing but the truth, so help me God.

Affiant Signature _____

Comments:

FINANCIAL CRIME NARRATIVE (Continued) Notarization Section

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of _____ physical presence or _____ online notarization, this (date) by (name of person acknowledging), who is personally known to me or who has produced (type of identification) as identification.

(Signature of victim)

(Name of victim typed, printed or stamped)

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me, **by means of** _____ **physical presence or** _____ **online notarization**, this _____ day of _____, _____ (year),
by _____

(Signature of person taking acknowledgment)

(Name typed, printed or stamped)

(Title or rank)

(Serial number, if any)

Notary Public, State of Florida or Law Enforcement Officer Conducting Official Business F.S.S. 117.10



FRAUD ACTIVITY WORKSHEET

Please complete a separate worksheet for each Credit/Debit Card that was compromised.

Case #: _____

Bank: _____

Debit /Credit Card #: _____

Checking Account # (if check fraud): _____

NOTE: Transaction (**NOT POSTING**) dates/times are needed.

Transaction Date	Transaction Time	Transaction Location	Amount	Check Number	Notes



FRAUD ACTIVITY WORKSHEET (PAGE 2)

Transaction Date	Transaction Time	Transaction Location	Amount	Check Number	Notes