



# Lawton Police Department

## *Merchant Check Fraud Form Guidelines*



Name of business	This will include the name of the merchant/business accepting the check and sustaining the loss from the check.
Report #	Do not write in this block.
Business Address	This will include the address and telephone number of the merchant/business accepting the check and sustaining the loss from the check.
Type of crime reported	This will include a check mark in the appropriate box for the reason the check was returned to the merchant/business (if "other" is marked, please explain the reason for check being returned).
Date crime occurred	This will include the date the check was passed or if different the date the merchant/business accepted the check.
Time crime occurred	This will include the time the check was passed to the merchant/business.
Can suspect be identified	This will include a check mark in the appropriate box indicating whether or not the suspect can be identified.
Type of business	This will include the type of merchant/business sustaining the loss from the check. (IE: computer, check cashing, grocery, discount, etc.)
Name of reporting person	This will include the name of the person employed by the merchant/business reporting the crime.
Home telephone number	This will include the home telephone number of the person reporting the crime. This is for investigator contact purposes.
Home address	This will include the home address of the person reporting the crime. This is for investigator contact purposes.
Work schedule	This will include the current work schedule for the person reporting the crime. This is for investigator contact purposes.
Days off	This will include the current days off included in the work schedule for the person reporting the crime. This is for investigator contact purposes.

Name of person accepting the check	This will include the name of the person employed by the merchant/business who personally accepted the check for payment. This is necessary for prosecution purposes and investigator contact purposes.
Home telephone number	This will include the home telephone number of the person who personally accepted the check for payment. This is for investigator contact purposes.
Home address	This will include the home address of the person employed by the merchant/business who personally accepted the check for payment. This is necessary for investigator contact purposes.
Work schedule	This will include the work schedule of the person who accepted the check. This is necessary for investigator contact purposes.
Days off	This will include the current days off included in the work schedule for the person accepting the check. This is for investigator contact purposes.
Type of check	This will include a check mark indicating which category of check was accepted by the merchant/business (if "other is marked, please explain the type of check accepted).
Name of bank on check	This will include the name of the bank issuing the check which was accepted by the merchant/business which created the loss.
City/State	This will include the City and State of where the bank is located who issued the check.
Check number	This will include the numeric number located on the check.
Bank number	This will include the bank/routing number of the bank issuing the check.
Account number	This will include the account number of which the check is drawn against.
Was check for	This will include why the check was presented to the merchant/business (if "other" is marked, please explain reason).
Name of suspect	This will include the name of suspect, if known, or the person passing the check, if known at the time of the transaction.
Telephone	This will include the telephone number of the person passing the check, if known
SSN	This will include the social security number or identification number the suspect used when passing the check.

Sex	This will include a check mark in the appropriate space indicating the sex of the person/suspect passing the check.
Race	This will include a mark in the appropriate space indicating the race of the person/suspect passing the check.
Height	This will include a check mark in the appropriate space indicating the approximate height of the person/suspect passing the check.
Weight	This will include a check mark in the appropriate space indicating the approximate weight of the person/suspect passing the check.
Approximate age	This will include the approximate age of the person/suspect passing the check.
Eye color/hair color/hair length/facial hair	This will include the eye color, hair color, hair length, and facial hair of the person/suspect passing the check. A description is necessary for prosecution purposes.
Distinguishing marks, scars, or tattoos	This will include any distinguishing marks, scars, or tattoos that was visually viewed of the person/suspect passing the check by the person accepting the check.
Clothing description	This will include the type of clothing the person/suspect was wearing when the check was passed.
Vehicle information	This will include the year, make, model, color, license number, issuing state of the license, and any distinguishing features of the vehicle used or transporting the person/suspect who passed the check.
Security measures, type of security measures used	This will include a mark in the appropriate space indicating the type of security measure or measures used by the merchant/business accepting the check and sustaining the loss. Provide a copy of video surveillance if any.
Describe any other security measures used	This will include a description of any other security measures used by the merchant/business, which was not indicated by a mark in the aforementioned category.
Type of identification used by suspect	This will include a mark in the appropriate space indicating what type of identification was presented by the person/suspect when passing the check (if "other" is marked, please explain)
List the specific identification information	This will include the specific identification information the person/suspect used by recording the specific type of identification and number presented by the person/suspect passing the check.

- Narrative            This will include a narrative written by the person who accepted the check for the merchant/business. This narrative will describe the series of events that took place when the crime was committed. This is necessary for prosecution purposes and investigator purposes.
- Signature of reporting person    This will include the signature of the person reporting this crime to the Lawton Police Department.
- Date of report        This will include the date this crime was reported to the Lawton Police Department.

Should you have any questions, contact the Lawton Police Department Criminal Investigation Division at 581-3240.

---