

**BAKER CITY POLICE DEPARTMENT**

**1768 Auburn Ave,  
Baker City OR 97814  
541-524-2014**

The Baker City Police Department investigates reports of bad checks that are written for an amount GREATER than \$50.00 and attempts to get them prosecuted through the Baker County Justice Court; checks written for less than \$50.00 are handled by the Baker County Sheriff's office.

To pursue criminal prosecution, you must be familiar with Oregon State Law and recognize that you have responsibilities in this process. Please note the type or definition of bad check you may have received, as listed below:

- A. **FORGED:** Forged checks are criminal problems the instant they are written. All forged checks in any amount should be immediately referred to the police department.
  
- B. **ACCOUNT CLOSED:** Account closed checks are also considered criminal the moment they are written. There are problems if the bank cannot tell us when the customer was notified the account was closed. During these instances, account-closed checks must be handled as insufficient funds (NSF) checks. We will not accept checks written for under \$50.00.
  
- C. **NON-SUFFICIENT FUND (NSF):** According to the Oregon Revised Statutes, non-sufficient fund checks are civil problems at the time they are written. We will not accept checks written for under \$50.00. In order to move forward with criminal prosecution of an NSF check, the recipient of the NSF check must complete the following steps:
  - 1. State law requires that an attempt is made to notify the person who wrote the check that their check has bounced.
    - a. Send letters to the best address you have for the person who wrote the check. **We recommend sending a letter certified or registered "Return Receipt Requested" as documented proof should the case go to court.**
  - 2. Once the person has been advised, they have ten (days) to make the check good before the matter becomes a criminal problem.
  - 3. On the eleventh day, bring the non-sufficient fund check to the Police Department with the completed form below and we will attempt to investigate the case and pursue criminal prosecution.

# CHECK INFORMATION FORM

CASE # \_\_\_\_\_

Please complete this form when a check is returned to you by the bank for "Insufficient Funds" (NSF), "Account Closed", or "No account". Answer all the questions to the best of your ability. When the form has been completed, bring the form and check to the Police Department. An officer will take a report and begin an investigation for prosecution. Handle the check as little as possible. Place in an envelope and attach to this form.

## 1. PERSON OR FIRM TO WHOM CHECK PAYABLE

Fill out Completely

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Last

First

M.I.

Business Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Home Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

## 2. PERSON RECEIVING OR ACCEPTING CHECK

Fill out Completely

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Last

First

M.I.

Business Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Home Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

## 3. PERSON WHO CAN PHYSICALLY IDENTIFY WRITER OF CHECK

If same as #2, write "Same"

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Last

First

M.I.

Business Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Home Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

## 4. CHECK INFORMATION

Handle the check as little as possible

Fill out Completely

Write of check: \_\_\_\_\_ To Whom Payable: \_\_\_\_\_

Bank on which check is written: \_\_\_\_\_ Amount \$: \_\_\_\_\_

Date of Check: \_\_\_\_\_ Endorser if any: \_\_\_\_\_

Type of Check: \_\_\_\_\_ Personal \_\_\_\_\_ Company \_\_\_\_\_ Two Party

If Two Party, name of other party: \_\_\_\_\_

Address on Check: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date Check sent to the bank for payment: \_\_\_\_\_ Date Returned: \_\_\_\_\_

Documentation that writer of check was notified (copy of letter, certified mail, receipt, etc.):

Response of check writer to notification by you of bank's refusal to pay (if further space needed, use back of form.) Attach any letters or notes received from check writer.

\_\_\_\_\_

\_\_\_\_\_



Position with firm or business: \_\_\_\_\_

Date: \_\_\_\_\_

After completing this form, attach the check to the form and bring this information to the Baker City Police Department.

Below this line to be filled out by the Baker City Police Department

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Date and Time form received: \_\_\_\_\_

Form received from: \_\_\_\_\_

Officer receiving form: \_\_\_\_\_ DPSST# \_\_\_\_\_