



BAKER CITY, OREGON

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Bad Check Packet

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. 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. Please handle the check as little as possible. Place it in an envelope and attach it to this form.

Please fill out completely:

1. PERSON OR FIRM TO WHOM CHECK PAYABLE

Name: _____ DOB: _____
Last First M.I.
Business Address: _____ Telephone: _____
Home Address: _____ Telephone: _____

2. PERSON RECEIVING OR ACCEPTING CHECK

Name: _____ DOB: _____
Last First M.I.
Business Address: _____ Telephone: _____
Home Address: _____ Telephone: _____

3. PERSON WHO CAN PHYSICALLY IDENTIFY WRITER OF CHECK

Name: _____ DOB: _____
Last First M.I.
Business Address: _____ Telephone: _____
Home Address: _____ Telephone: _____

4. CHECK INFORMATION – handle the check as little as possible

Write of check: _____ to whom payable: _____
Bank on which check was 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 is needed, use back of form). Attach any letters or notes received from check writer.

Any additional information on efforts made to contact the writer/passers of the check and responses received (if further space is needed, use back of form). _____

5. CHECK WRITER OR CHECK PASSER INFO

Name: _____ DOB: _____
Last First M.I.

Business Address: _____ Telephone: _____

Home Address: _____ Telephone: _____

APPROXIMATE

Sex: _____ Race: _____ Age: _____ Height: _____ Weight: _____ Eye: _____ Hair: _____

Type of clothing, glasses, hats, etc.: _____

Noticeable physical characteristics (scars, speech, etc.): _____

Driver's License #: _____ State: _____

Other credit card or identification numbers of information: _____

Vehicle description, license number, if known: _____

Any additional information that would assist in locating and identifying the check writer/passers (if more space is needed use other side of this form): _____

6. PROPERTY LOSS

What was given in exchange for the check (cash, goods, services, etc.) Please itemize if possible:

I, the undersigned, represent and declare the information is true and correct to the best of my knowledge and belief and that I wish to prosecute the writer or pass of this check and I will not compromise such prosecution by accepting payment of the check until prosecution has been completed.

Signature

Date

Position with business

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.

Date and time form received: _____

Form received from: _____

Officer receiving form: _____ DPSST #: _____