



City of San Antonio Police Department

Financial Crimes Packet



Before completing this packet, a police report MUST be made with the San Antonio Police Department.

Police reports made with other agencies WILL NOT be accepted.

****Case Number: SAPD**

To make a police report, you can call the police non-emergency number at (210) 207-7273

The purpose of this packet is to provide the information necessary to pursue criminal charges for forgery related offenses. If you do not wish to appear in court and pursue criminal charges, and only wish to report the incident, do **not** complete this packet.

Before completing this packet, you must verify where the offense occurred. Only proceed with this packet if:

1. The offense you reported physically occurred within the San Antonio city limits; or
2. You are a resident of San Antonio **AND** the offense was committed online with no way of obtaining where the actor was physically located at the time of the offense.

For check forgery and credit/debit card abuse that took place in person (not online) you will be required to contact your bank for the location information of where the offense occurred

PLEASE CHECK THE BOX OF ALL THAT APPLY

- I have been reimbursed by my bank
- I know who the suspect is
- I wish to pursue criminal charges

- The offense occurred within the City of San Antonio
- The offense occurred online, and I reside in San Antonio
- The offense occurred outside the City of San Antonio

After making a police report and receiving a case number, please complete this packet if you are the victim of any of the following:

Identity Theft

If your personal identifying information (SSN, Texas ID number, Military ID number, etc.) was used with “intent to harm or defraud” you, you must:

1. Complete pages 3, 4 & 7 of this packet
2. Provide your Credit Report - Highlight or otherwise indicate which accounts are fraudulent

Common examples of Identity Theft include:

- A bank account was opened using your identity and without your authorization.
- A loan was taken out using your identity without your authorization.
- A credit card was opened using your identity without your authorization.

Credit/Debit Card Abuse

If your credit or debit cards were used without your consent, you must:

1. Complete pages 3, 4 & 5 of this packet – Page 5 will need to be completed for each credit/debit card
2. Provide bank statement/s - Highlight or otherwise indicate which charges are fraudulent

If the card was used in person, you are required to contact your bank to find out the physical location of where the card was used. If necessary, request to speak to a “Fraud Investigator” from your bank to better assist you. Any purchases made outside of the San Antonio city limits will be investigated by the agency with jurisdiction where the card was used.

If the card was used online (Amazon, DoorDash, Target online, etc.) the initial investigating agency will be the agency with jurisdiction at your residence.

Check Forgery

If your checks were used or forged without your authorization OR you were given a forged check as payment, you must:

1. Complete pages 3, 4 & 6 of this packet.
2. Provide bank certified copies of all checks involved

Do not complete this packet if you were given a check that was returned for insufficient funds (a.k.a “Hot Check”). Contact the Bexar County Checks Section at (210) 335-2311 <https://www.bexar.org/1506/Check-Section>

If the check was used in person, you are required to contact your bank to obtain the physical location where the check was used and obtain a bank certified copy. If necessary, request a “Fraud Investigator” from your bank to better assist you. Any checks used outside of the San Antonio city limits will be investigated by the agency with jurisdiction.

If the check was used online (Amazon, DoorDash, Target online, etc.) the initial investigating agency will be the agency with jurisdiction at your residence.

San Antonio Police Department
Statement Information Supplement

Note: This information is strictly confidential and only for Police and District Attorney's official records.

YOUR INFORMATION

Full Legal Name: _____
(Last, First, Middle)

DOB: _____ **Age:** _____ **Race:** _____ **Sex:** _____

Driver License # (state & number) _____

Home Address: _____
(number, street, city, zip)

Business Address: _____
(number, street, city, zip)

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Email: _____

SUSPECT INFORMATION

Name: _____
(Last, First, Middle)

DOB: _____ **Age:** _____ **Race:** _____ **Sex:** _____

Driver License # (state & number) _____

Home Address: _____
(number, street, city, zip)

Phone: _____

Email: _____

Why do you suspect this person?

Credit/Debit Cards

Card Holder Name (Exactly as it appears on the card):

Card Issuer (Bank, Credit Union, etc):

Card Type (Visa, MC, AMEX, etc)

Entire Credit Card Number

_____-_____-_____-_____

Note: Follow-up investigation cannot be performed without ENTIRE 16-digit credit card number.

Transaction 1:

Transaction Type	Date	Exact Amount
<input type="checkbox"/> In Person <input type="checkbox"/> Online		
Business Name	Phone Number	
Full Address <i>(omit if online)</i>		

Transaction 2:

Transaction Type	Date	Exact Amount
<input type="checkbox"/> In Person <input type="checkbox"/> Online		
Business Name	Phone Number	
Full Address <i>(omit if online)</i>		
<input type="checkbox"/> Same as above		

Transaction 3:

Transaction Type	Date	Exact Amount
<input type="checkbox"/> In Person <input type="checkbox"/> Online		
Business Name	Phone Number	
Full Address <i>(omit if online)</i>		
<input type="checkbox"/> Same as above		

Transaction 4:

Transaction Type	Date	Exact Amount
<input type="checkbox"/> In Person <input type="checkbox"/> Online		
Business Name	Phone Number	
Full Address <i>(omit if online)</i>		
<input type="checkbox"/> Same as above		

****All fields are mandatory unless otherwise indicated**

Checks

Full Account Number: ** _____

Bank: ** _____

Account Holder Name/s: ** _____

Check 1:

Check Number **	Business Where Deposited/Used **	Business Address ** <i>(or indicate Mobile Deposit)</i>	Phone
Date / Time	Amount **	Payee **	Acceptor

Check 2:

Check Number **	Business Where Deposited/Used **	Business Address ** <i>(or indicate Mobile Deposit)</i>	Phone
Date / Time	Amount **	Payee **	Acceptor

Check 3:

Check Number **	Business Where Deposited/Used **	Business Address ** <i>(or indicate Mobile Deposit)</i>	Phone
Date / Time	Amount **	Payee **	Acceptor

Check 4:

Check Number **	Business Where Deposited/Used **	Business Address ** <i>(or indicate Mobile Deposit)</i>	Phone
Date / Time	Amount **	Payee **	Acceptor

Check 5:

Check Number **	Business Where Deposited/Used **	Business Address ** <i>(or indicate Mobile Deposit)</i>	Phone
Date / Time	Amount **	Payee **	Acceptor

** Indicates required information

If obtained, provide a scanned copy of the check/s in question on 8 ½ x 11 paper.

Accounts Opened Without Authorization

(Credit, Debit, Savings Accounts, Loans, Etc)

Account 1:

Name of Business or Financial Institution **	Address Where Opened ** <i>(or indicate "Online")</i>	Phone Number
Full Account Number **	Date / Time Opened	Amount

Account 2:

Name of Business or Financial Institution **	Address Where Opened ** <i>(or indicate "Online")</i>	Phone Number
Full Account Number **	Date / Time Opened	Amount

Account 3:

Name of Business or Financial Institution **	Address Where Opened ** <i>(or indicate "Online")</i>	Phone Number
Full Account Number **	Date / Time Opened	Amount

Account 4:

Name of Business or Financial Institution **	Address Where Opened ** <i>(or indicate "Online")</i>	Phone Number
Full Account Number **	Date / Time Opened	Amount

Account 5:

Name of Business or Financial Institution **	Address Where Opened ** <i>(or indicate "Online")</i>	Phone Number
Full Account Number **	Date / Time Opened	Amount

** Indicates required information

Packet Submission Instructions

Do not provide original documents.

All packets submitted will be scanned and digitized. For that reason, all pages must be:

- 8 ½ x 11
- SINGLE sided
- No post it notes, tabs, etc.

Items you wish to submit that do not meet these criteria should be scanned onto 8 ½ x 11 pages and submitted with the packet. *For example; a 5x7 document that is front and back should be scanned onto single sided 8 ½ x 11 pages*

Once completed and notarized the packet may be submitted to the Financial Crimes of the San Antonio Police Department by:

Drop Off:	Headquarters -	315 S. Santa Rosa
	Central -	515 S. Frio
	NW (Prue) -	5020 Prue Rd
	North -	13030 Jones Maltsberger Rd
	East -	3635 E. Houston St
	South -	711 W. Mayfield
	West -	7000 Culebra Rd

Email: SAPD.Forgery@SanAntonio.gov

Mailing Address: San Antonio Police Department
ATTN: Financial Crimes
315 S. Santa Rosa
San Antonio, TX 78207

General F.A.Q.

Why do I have to complete this packet?

If you are only trying to report the incident and do not wish to pursue criminal charges, this packet is not required.

The purpose of this packet is to begin the investigative process with the intention of filing criminal charges to include the possibility of testifying against the accused in open court. This packet requests detailed information that will be required to begin the investigation that is not listed in the initial police report.

Why wasn't my case assigned?

Cases will not be assigned if a packet is not submitted. Submitted packets are reviewed and assigned to an investigator if there is a reasonable likelihood of criminal prosecution. Cases that are not assigned are held on file and can be assigned at any time if the circumstances change.

Am I required to notarize my statement?

Yes. When investigating identity theft, it is of the utmost importance we verify the identity of the persons submitting documents. Additionally, for court purposes your statement must be notarized.

Where can I find a notary?

A notary may be found at places like banks, UPS/FedEx locations, and private notary businesses around town.

How do I get my bank to reimburse me?

The San Antonio Police Department is not involved in the bank's reimbursement process. Please contact your bank for all questions regarding reimbursement.

Can I pursue this civilly?

Yes. You reserve the right to consult with an attorney to discuss the option of civil remedy in addition to or in lieu of criminal action. Please contact an attorney for all questions regarding civil remedy.

Check Forgery F.A.Q.

What if my bank won't tell me where my check was deposited/cashed?

It is incumbent on you to obtain this information from your bank. Our investigators are unable to obtain that information without a subpoena and by the time the subpoena is completed, signed, mailed out, received and the requested information is sent back any items of evidentiary value will likely be out of retention. It is recommended that you get in touch with your financial institution's fraud department to obtain this information.

I was given a "hot check" that was returned for insufficient funds.

For "hot checks" or any check that is returned for insufficient funds, contact the Bexar County Checks Section at (210) 335-2311 <https://www.bexar.org/1506/Check-Section>

Credit Card Abuse F.A.Q.

Do I have to include a copy of my credit/debit card statement?

Yes. If your credit or debit card was used without your authorization, documentation will be required. The credit/debit card statement is the documented proof that an offense occurred.

What if my bank won't tell me where my card was used?

It is incumbent on you to obtain this information from your bank. Our investigators are unable to obtain that information without a subpoena and by the time the subpoena is completed, signed, mailed out, received and the requested information is sent back any items of evidentiary value will likely be out of retention. It is recommended that you get in touch with your financial institution's fraud department to obtain this information.

What if my card was used outside of San Antonio?

If your card was only used in a different jurisdiction, this packet should not be completed. You will be required to contact the agency with jurisdiction where the crime occurred to conduct the follow up investigation. The Forgery Detail will only investigate charges made within the San Antonio city limits.

Identity Theft F.A.Q.

How do I obtain a copy of my credit report?

Visit www.annualcreditreport.com or, call 1-877-322-8228

Do I have to include a copy of my credit report?

If an account was opened in your name, this will be reflected in your credit report. Your credit report showing that account will need to be included. The credit report is the documented proof that the offense of identity theft occurred.

How do I stop people from opening additional accounts in my name?

Consider placing a credit freeze on your report by contacting each of the following credit bureaus:

Experian

www.Experian.com/help

888-EXPERIAN (888-397-3742)

TransUnion

www.TransUnion.com/credit-help

888-909-8872

Equifax

www.Equifax.com/personal/credit-report-services

800-685-1111

For additional information and an identity theft recovery plan, please visit:

www.identitytheft.gov

For additional information regarding your rights as a victim of identity theft, please visit

https://consumer.ftc.gov/system/files/consumer_ftc_gov/pdf/fcra-609e.pdf