



REQUIREMENTS NECESSARY TO FILE A BAD CHECK COMPLAINT

The below material must be presented to the Police Department in order to process a bad check complaint with the Town Court:

- letter of protest from the bank where the bad check account originates,
- the original bad check(s) that was passed,
 - a. please note that the following checks will NOT be accepted:
 - Stop payments,
 - Second party checks,
 - Post dated checks,
 - Checks that has not been presented at least twice to the bank.
- Copy of the letter that was sent to the person who passed the bad check.
 - a. letter must state intent to file criminal charges with the Police Department
If complainant does not hear from the addressee within ten (10) days of date of letter.
 - b. Letter must be sent via U.S. Mail with a Return Receipt requested.
- the Return Receipt, signed by the addressee indicating the date the letter was Received.
 - a. if letter was undeliverable, the original sealed envelope with the Return Receipt attached indicating reason letter was undeliverable.
- information taken by complainant at the time the bad check was accepted by The complainant and written on the check that would identify the person who passed the check.
 - a. license or other identification numbers,
 - b. proper endorsement on rear of check when check is made out to cash,
 - c. If identification information is not written on check complainant must articulate to reporting officer how s/he knew the identity of passer.

NOTE: IF THE COMPLAINANT ACCEPTS PARTIAL PAYMENT, CRIMINAL CHARGES CAN NOT BE FILED WITH THE POLICE DEPARTMENT.

The Police Department will voucher the above material and a pink copy of that voucher will be given to the complainant as a receipt.