



The City of Olmos Park
120 W. El Prado Dr.
Olmos Park, Texas 78212
Ph. (210)824-3281 Fax (210)832-8929
www.olmospark.org

The City of Olmos Park Police Department Criminal Investigations Division actively investigates reported financial crimes of all types including Identity Theft, Credit Card Fraud, and Forgery. These investigations are often very complex and due to privacy laws and regulations, it often takes an investigator weeks or even months to get information from financial institutions that you as a victim can get within days.

The following is a list of information needed for an investigator to conduct a thorough investigation of your case. All of the information required can be obtained by you from your financial institution and will assist in reducing the lengthy process of an investigator obtaining the information. Please be aware that according to state law, Credit/Debit Card Abuse and Forgery **must** be filed in the jurisdiction where the offense occurred. Identity Theft can be filed in the jurisdiction where the offense occurred or where the victim resides.

IF REPORTING A FORGED CHECK:

- **Financial Institution Information** – the name, address, and branch information of the bank your account is with
- **Contact Name, Phone Number, and E-mail** – the contact information for the bank employee you reported the crime to
- **Bank Account, Routing Number, and Check Number(s)**
- **Affidavit of Forgery** – You **MUST** provide a copy of the Affidavit of Forgery form from your financial institution or obtain a letter from the bank listed on the check identifying the account is not valid / check is a forgery.

IF REPORTING CREDIT/DEBIT CARD ABUSE:

- **Financial Institution Information** – *the name, address, and branch information of the bank your account is with*
- **Contact Name, Phone Number, and E-mail** – *the contact information for the bank employee you reported the crime to*
- **Credit/Debit Card Number** – *the entire card number*

ALL FINANCIAL CRIMES:

- **Fraudulent Transaction Information** – *include the date, time, amount, location of transactions (copies of statements with highlighted transactions will suffice)*

The following is an example of the transaction information that is REQUIRED:

DATE	TIME	AMOUNT	CHECK #	LOCATION (Store name, number, & address)
01/02/2010	1200	\$123.45	1234	Wal-Mart #987 / 12345 NE Loop 410, S.A., TX



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