



Fraud Report Form

Privacy & confidentiality notice

The information contained in this document is intended for the information of NSW Police only. Please return this document to the Police Station below immediately and disregard its contents.

Return to:

INVESTIGATIONS MANAGER

..... **Police Station**

Please supply the following information to assist with the assessment of your matter. Ensure that you return this sheet with the relevant documentation.

(Note: If you have consulted a legal practitioner regarding this matter, their assistance may be valuable with preparing the information requested.)

Please be aware that the criminal law is not about recovering money for the victim. That is the aim of the civil law. Also, more often than not in fraud related crimes, the victim in the matter holds the proof. The police will assist you in presenting that proof to the court.

Family name

Given name(s)

Date of Birth

Title/Position

Organisation Name

Trading Name

ABN

Address

Post Code

Phone

Fax

Mobile

Email

OFFICE USE ONLY

COPS EVENT NO:

COPS CASE NO:

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Dear Sir/Madam,

The New South Wales Police has received your report of fraud. The event has been recorded on the Police computer system. The 'Event' number is recorded on the front page of this form. Please quote that number in any future correspondence.

This form is a very important investigative tool. It will assist police in processing your complaint. It may also form the basis of your evidence in the form of a witness statement to be presented at court. Please complete the attached form with as much detail as possible. Any conversations you have had with suspect should be recorded in the first person (in an I said "....." He said, "....." format). First person conversations are vital in proving many fraud offences. After completion, please return the form to me. You may attach additional pages if you need to. You will receive a letter acknowledging receipt of the form within fourteen days.

When you return the form, we will conduct an assessment of the available evidence. First, we will decide if the matter is of a criminal or civil nature. Many instances where people lose money are not criminal, but civil, particularly in matters involving breaches of contract, or non-payment of debts. Police cannot investigate civil matters. Please be aware that police are unable to recover your money. Police investigate criminal matters in order to place evidence before a court. They cannot be involved in debt collection. Civil action is the most appropriate method of recovering money. You should speak to the Clerk of the Local Court or a lawyer if you want to take civil action.

If the matter is of a criminal nature, we will identify the most appropriate level of response. We do this by prioritising the matter in terms of urgency and risk. We also determine whether we will need specialist support of experts if the matter is highly complex.

Please be aware that we as police investigate a wide range of crimes, many involving violence. It may be that we will have to attend to those types of crimes before we can attend to yours. We will keep in touch with you and inform you of progress.

I appreciate the distress that is caused to any person who becomes the victim of a crime and I know that this matter will have been distressing for you. If you find that the quality of your daily life has suffered I recommend you contact your general practitioner or a victim support service.

Please do not hesitate to contact me if you require further information.

Yours sincerely

Signed.

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FINANCIAL/PROPERTY LOSS

Actual Total Loss \$

Costs recovered to Date \$

Property Description
(Include model/serial/
identifiers)

What is your aim in reporting this matter to the Police?

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SUSPECT/PERSON OF INTEREST/OFFENDER

Name

Date of Birth

Address

 Post Code

Phone (H) **Phone (B)**

Mobile **Email**

Please supply any/all other particulars which may assist in identifying the alleged suspect (eg vehicles owned, whether or not married, children, contact numbers, associates, locations frequented and other information which may assist in an investigation)

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Name

Date of Birth

Address

 Post Code

Phone (H) **Phone (B)**

Mobile **Email**

Please supply any/all other particulars which may assist in identifying the alleged suspect (eg vehicles owned, whether or not married, children, contact numbers, associates, locations frequented and other information which may assist in an investigation). Copy page if further suspects exists.

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WITNESS DETAILS - 1

Name

Date of Birth

Address

 Post Code

Phone (H) **Phone (B)**

Mobile **Email**

List the information that this person can provide
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WITNESS DETAILS - 2

Name

Date of Birth

Address

 Post Code

Phone (H) **Phone (B)**

Mobile **Email**

List the information that this person can provide
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WITNESS DETAILS - 3

Name

Date of Birth

Address

 Post Code

Phone (H) **Phone (B)**

Mobile **Email**

List the information that this person can provide
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WITNESS DETAILS - 4

Name

Date of Birth

Address

 Post Code

Phone (H) **Phone (B)**

Mobile **Email**

List the information that this person can provide
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ACTION AGAINST SUSPECT/PERSON OF INTEREST

Give Details of disciplinary or civil litigation presently commenced or you intend to instigate in the future.

1. Has this matter has been previously reported to Police or other authority or professional body?

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2. Have you, or are you likely to be reimbursed for your loss?

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3. Have you confronted the alleged offender. If so what were the results?

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4. Has there been any agreement (verbal or otherwise) entered into, to regain your loss. (If so please detail)?

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5. To what extent was the agreement successful?

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6. Do you intend to or have you, instructed a lawyer to pursue your interests? Yes No

If so, what are the contact details of your lawyer?

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7. Are the services of a Debt Collection Agency being or are likely to be used? Yes No

8. Have any civil proceedings being initiated or being contemplated? Yes No

9. Has a decision been made by that Court? Yes No

10. Are you prepared to guarantee your attendance at any criminal court proceedings and appeals to further this prosecution? Yes No

11. As far as you are aware, are the witnesses also prepared to attend any criminal court proceedings and appeals to further this prosecution? Yes No

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DOCUMENT CHECKLIST

Where possible, copies of all original documents relating to this matter must be supplied. (Do not send original documents in the mail) Depending on the circumstances of the matter the documents may include the following:-

- | | | | | | |
|--------------------|--------------------------|-----------------------|--------------------------|--------------------------|--------------------------|
| Original cheques | <input type="checkbox"/> | Sales docket/Vouchers | <input type="checkbox"/> | Credit Card Vouchers | <input type="checkbox"/> |
| Statements | <input type="checkbox"/> | Receipts | <input type="checkbox"/> | Statutory Declarations | <input type="checkbox"/> |
| Cheque Book Butts | <input type="checkbox"/> | Contracts | <input type="checkbox"/> | Account Holder Details | <input type="checkbox"/> |
| Written agreements | <input type="checkbox"/> | Bank applications | <input type="checkbox"/> | Handwritten/typed notes | <input type="checkbox"/> |
| Bank Statements | <input type="checkbox"/> | Internet Data | <input type="checkbox"/> | Deposit/withdrawal slips | <input type="checkbox"/> |
| Telecommunications | <input type="checkbox"/> | Invoices | <input type="checkbox"/> | Inventory lists | <input type="checkbox"/> |
| Accountant Reports | <input type="checkbox"/> | Audit Reports | <input type="checkbox"/> | Memorandums | <input type="checkbox"/> |
| Others documents | <input type="checkbox"/> | Surveillance footage | <input type="checkbox"/> | Audio recordings | <input type="checkbox"/> |
| Minutes | <input type="checkbox"/> | | | | |

OTHER INTERESTED PARTIES

Name

Organisation

Address

 Post Code

Phone

Name

Organisation

Address

 Post Code

Phone

Reason for Interest:

Reason for Interest:

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ON LINE AUCTION FRAUD – ADDITIONAL INFORMATION

1. **Have you used the Dispute Resolution process with eBay, Oztion or other business?** Yes No

You must attempt to resolve your dispute before reporting it to Police.

Attach copies of all dispute resolution records.

If no, then please explain why?

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2. **Your on line auction site Identity**

Eg: ebaybuyer

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3. **Your date of birth**

4. **Offending party identity**

Offenders eBay/Oztion/other seller name

What email addresses did they use

What telephone numbers have you spoken to the offender on?

Have you met the person? Yes No

5. **What account did you send the money to?**

Account Name

BSB

Account No

6. **What are your account details?**

Account Name

BSB

Account No

7. **How much money did you send in total?**

\$

8. **What did you buy? And Item number?**

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9. **Other payment method if applicable,**

eg: Western Union – include reference number.

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10. **Please provides copies of all email correspondence. Include header material for all emails sent to you by the offending party.**

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IMPORTANT:

For help in finding header information, see http://www.acma.gov.au/ACMAINTER.1507598:STANDARD::pc=PC_1967

