



POLICE DEPARTMENT | DAVID W. BENTRUD, CHIEF OF POLICE

DISHONORED CHECK PROSECUTION PACKET CHECKLIST

In order to turn the check(s) over to the police department for investigation they must meet the following criteria.

- _____ Face value of the check is greater than \$100 or there are 3 or more checks on the same account, regardless of the combined total dollar amount.
- _____ A valid Minnesota driver's license or state issued picture ID was requested and presented at the time the check was passed.
- _____ The check(s) contains the individual's full name, driver's license number, date of birth and the initials of the employee who accepted the check.

If the check(s) meet the above criteria, you must **ATTACH** the following items.

- _____ The original check(s) or certified copies of the check(s).
- _____ A copy of the Notice of Dishonor and Demand for Payment letter. This must have been sent within five business days. The letter must have been sent by Certified Mail- Return Receipt Requested or an Affidavit of Service by Mail form was completed and notarized.
- _____ The original returned receipt or the original letter (if returned from the post office) with the reason for the return attached. If Affidavit of Service by Mail was completed instead, attach the original Affidavit.
- _____ Check Control Statement completed by the employee who accept the check.

Submitted by _____ Phone _____

Business Name _____ Date _____

POLICE DEPT USE ONLY

Received by _____ Case # _____

Date _____ Bank Records Requested _____

11/2016