



Indiana County District Attorney

Robert F. Manzi, Jr.

BAD CHECK CRIME REPORT

If you received a bad check, the first thing you should do is attempt to contact the issuer of the check to resolve the matter.

If contacting the issuer is unsuccessful, the next step is to send the issuer notice via [certified mail](#) to the issuer's last known address, or the address on the check. A notification letter template is part of this form. Request a certified mail [return receipt](#) from the post office.

If you receive no response to the certified letter after 10 days, issuing the bad check becomes a criminal offense, and you may then report the bad check to the District Attorney's Office.

To report the bad check, complete the attached *Bad Check Crime Report Form*. Make copies of the following and attach to the form:

- Notification Letter
- Copy of either:
 - Certified Mail Return Receipt, or;
 - Undeliverable Certified Letter
- Copies of the front and back of each check.
- Copies of any correspondence from your bank.
- Copy of any ID used (if available).

Submit the completed *Bad Check Crime Report Form* and attachments to the District Attorney's Office by mail, fax, or email.

Date:

Dear _____,

You are hereby notified the check(s) listed below have been dishonored by the bank. You have 10 days from the receipt of this notice to tender payment of the full amount of the check(s), plus a service charge of \$ _____ for each dishonored check. The total amount due is \$ _____.

Check Number	Date	Amount of Check	Service Charge
<i>Attach additional pages if necessary</i>	Subtotal		
Total Due [Amount of check(s) + service charges]			

Unless the amount is paid in full within the 10 days, we may turn over the dishonored check(s) to the District Attorney's office for criminal prosecution.

Partial payments will not be accepted.

Sincerely,

Sender's Name

Sender's Address and Phone



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A check will be deemed ineligible and returned to you to pursue civil action, if a filed check is later determined to be:

- **A stop payment check where the issuer acted in good faith and with reasonable cause in stopping payments,**
- **Partially repaid checks.**

Complainant / Victim Name:	
If the Victim is a Business, Contact Name:	
Complainant / Victim Street:	
Complainant / Victim City, State, Zip:	
Complainant / Victim Phone:	
Complainant / Victim Email:	
Is a notice of the service charge conspicuously displayed on your premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How much is your service charge	\$
Were you charged a fee by your bank?	<input type="checkbox"/> Yes, Total amount for all checks \$ <input type="checkbox"/> No

Check Writer Name:	
Check Writer Street:	
Check Writer City, State, Zip:	
Check Writer Phone:	
Check Writer Email:	
Check Writer Driver's License Number or Other ID Number:	

Have you sent the check writer a letter by Certified Mail, Return Receipt Requested, notifying them of the bad check(s) and waited 10 days for a response?	<input type="checkbox"/> Yes, Date <input type="checkbox"/> No – Stop here! Do not submit this form until you have sent the check writer a certified letter and waited 10 days for a response.
Attach	<input type="checkbox"/> Copy of Notification Letter sent by Certified Mail Copy of either: <input type="checkbox"/> Certified Mail Return Receipt, or; <input type="checkbox"/> Undeliverable Certified Letter <input type="checkbox"/> Copies of the front and back of each check. <input type="checkbox"/> Copies of any correspondence from your bank. <input type="checkbox"/> Copy of any ID used (if available).

File this completed form and attachments with the District Attorney's Office:

- By Mail
 - Indiana County Detective Bureau, 825 Philadelphia St., 3rd Fl., Indiana, PA 15701
- By Fax
 - 724-465-3842
- By Email
 - [dadetectives@indianacountypa.gov](mailto:detectives@indianacountypa.gov)

Once the Bad Check Crime Report has been filed, your case will be assigned to a county detective. The detective will keep you informed as to the progress of your case.

DO NOT accept a partial payment from the issuer. If you accept a partial payment, the bad check becomes a civil, rather than criminal matter, and the District Attorney's Office can no longer help you. ALL restitution payments must be coordinated by the District Attorney's Office. Should the check writer contact you to make payments, direct them to contact the county detective assigned your case.

If you have any questions at any time, you may contact the Indiana County Detective Bureau at 724-465-3835 or [dadetectives@indianacountypa.gov](mailto:detectives@indianacountypa.gov)

I certify that the information contained in this report is true to the best of my knowledge, information, or belief under penalty of 18 PA C. S. ss 4904 – Unsworn Falsification to Authorities.

Signature of Complainant / Victim / Business Contact:	
Date:	