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**Incident**

**Report**

**Number**

NUMBER CREATED AND ENTERED BY WA POLICE FORCE

**WESTERN AUSTRALIA POLICE**

**FORCE**

# FRAUD REPORT FORM

PLEASE READ BELOW CAREFULLY BEFORE SUBMITTING THIS FORM

Not all instances of fraud are investigated by the WA Police Force. In Australia, there are a number of separate government bodies that may undertake such investigations, depending on the circumstances.

The WA Police Force website ([www.police.wa.gov.au)](http://www.police.wa.gov.au/) has been updated with information on how to report different types of fraud.

Please be aware that the priority in a criminal investigation and a subsequent prosecution is not about recovering money for the victim. If your desired outcome is to recover money or property, then you should consider commencing your own civil proceedings and seek legal advice.

Sometimes, loss of money or property may not amount to criminal conduct, but could be a matter for civil remedy, particularly matters involving breach of contract and non-payment of debts.

If you want to take civil action to recover money or property, you should speak to ‘The Clerk’ of your Local Court.

**Police cannot investigate or give advice on civil matters and will not recover money on your behalf.**

When a report is received and retained by WA Police for criminal investigation, it is categorised and prioritised. In determining the priority, consideration is given to a range of factors, including but not limited to; urgency, complexity and the impact on victims and witnesses. Once the case is assigned, you will be contacted and updated by an Investigating Officer.

The Investigating Officer will conduct the investigation in line with standard protocols and if it should progresses to the prosecution stage, we will present the best evidence possible before the court.

The information you provide in this document will serve as your submission to the WA Police Force and will be entered into our case management system. It will be used by our investigators to prepare a prosecution case, therefore must be true, factual and accurate.

By filling in and signing this form, you are confirming that you want this matter investigated, the offender charged / prosecuted, you are prepared to attend court when required to give your evidence in person and generally support WA Police in taking these actions on your behalf.

It is a serious offence to provide false information to police and the courts.

Please read and fill out this document as comprehensively as possible based on your own memory of the event. Do not include any information which are the thoughts or observations of others. Only state what you observed. You can only give your account of this incident in court and not the thoughts or observations of others.

If you do have information from other people, list them on the document as witnesses.

There is a separate section near the end of the form titled ‘further information’ which you can use to add any extra information you have form other people or the suspect person. This may produce further leads for the Investigating Officer.

If there is more than one victim, a separate report form will be required.

One report form for each person, partnership or business entity.

Once completed, do not sign it.

When you present to your local police station, a police officer will assess the information while you wait. In some instances, police may require a formal written statement from you prior to leaving the station.

Please do not leave the station until this form has been checked by a police officer, you have signed each page when directed to do so and your signature witnessed by a police officer.

*I understand the above and provide the information I write on this document freely as an accurate and truthful account of what has occurred based on my own observations.*

**Sign the bottom of each page in the presence of a police officer when directed to do so. Police will also need to verify your identification. Please present your driver’s licence or other form of identification.**

VICTIM SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ POLICE WITNESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_ TIME\_\_\_\_\_\_\_ am / pm

## REPORTING PERSON DETAILS

Reporting person’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DOB\_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suburb\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## BUSINESS/ORGANISATION DETAILS

Organisation & Trading Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ABN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suburb\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_ Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## FINANCIAL/PROPERTY LOSS

**Actual Total Loss $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Losses Recovered to Date $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

***(Please indicate if you are reporting for insurance purposes only)***

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## COMPREHENSIVE SUMMARY OF ALLEGATIONS

*This is intended to be a chronological summary of events that form the basis of your criminal allegations. It is important to include times, dates and places and also details of conversations you have had with the suspect’s regarding the allegations. It is important this information is factual, as you may be required to give evidence in relation to the information provided in this report. Attach report or add further pages if required.*

*If you refer to documents or other exhibits in your summary, then please clearly label them and cross reference to the summary. If you are in possession of original documents or material then they should be preserved –* ***only label and attach copies.***

***Please be aware that this is a disclosable document and may be provided to defence counsel in any future Court proceedings.***

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### SUSPECT DETAILS

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| --- | --- | --- | --- | --- | --- |
| **Name** | **Date of**  **Birth**  **(*if known)*** | **Address** | **Phone** | **Email** | **IP Address**  **(*if applicable)*** |
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Please supply any/all other particulars which may assist in identifying the alleged suspect/s (e.g. vehicles owned, whether or not married, children, contact telephone numbers, associates, locations frequented etc.)

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### WITNESS DETAILS

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| --- | --- | --- | --- | --- | --- |
| **Name** | **Date of**  **Birth**  **(*if known)*** | **Address** | **Phone** | **Email** | **Information this person can provide** |
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### FURTHER INFORMATION

Please detail any history that existed between yourself and the alleged suspect(s). Include business dealings not associated with the current investigation.

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### ACTION AGAINST SUSPECT

1. **Has this matter been previously reported to police or other authority or professional body?**

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1. **Have you or the organisation employed the services of a private or accredited**

**Investigator? Yes / No**

If yes, please provide details.

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1. **Have you or are you likely to be reimbursed for your loss?**

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1. **Have you confronted the alleged suspect? If so, what was the outcome?**

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1. **Has there been any agreement (verbal or otherwise) entered into, to regain your loss? If so, please provide details.**

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1. **To what extent was the agreement successful?**

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1. **Do you intend to or have you instructed a solicitor to pursue your interests? Yes / No**

If yes, what are the contact details of your solicitor?

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1. **Are the services of a debt collection service being or likely to be used? Yes / No**
2. **Have any civil proceedings been initiated or are any being contemplated? Yes / No**
3. **Has a decision been made by a Court? Yes / No**
4. **Are you prepared to attend any criminal court proceeding and appeals to further this prosecution? Yes / No**

### DOCUMENT CHECKLIST

Where possible, **copies** of all documents relating to this matter must be supplied. **Do not send original documents in the mail or supply to police at the time of initial report.** Depending on the circumstances of the matter, documents may include the following:

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| ☐ | Forensic Accountant Audit Report |
| ☐ | Statements |
| ☐ | Bank Statements |
| ☐ | Bank trace details |
| ☐ | Written Agreements |
| ☐ | Receipts |
| ☐ | Invoices |
| ☐ | Sales dockets/Vouchers |
| ☐ | Credit Card Vouchers |
| ☐ | Application Forms |
| ☐ | Account Holder Details |
| ☐ | Telephone records |
| ☐ | Surveillance footage |
| ☐ | Photographs |
| ☐ | Web Page captures |
| ☐ | Emails |
| ☐ | Letters/Memorandums |
| ☐ | Business/Organisation corruption prevention plan |
| ☐ | Employee contracts |
| ☐ | Investigative package prepared by a private or accredited investigator |