



INSTRUCTIONS FOR COMPLETING YOUR WORTHLESS CHECK PACKET

JURISDICTION:

Before proceeding, ensure the Orlando Police Department has jurisdiction in your case. The jurisdiction is determined by where the worthless check was received. If the check was received within the city limits of Orlando, then the Orlando Police Department will have jurisdiction to investigate your case and you can proceed with the following instructions. The exception to this is if the check was for the received for property, then the location where the property was received has jurisdiction. If you are not sure of the jurisdiction in your case, call the Orlando Police Economic Crime Unit at (407) 246-2425 for clarification.

1. After visiting our web site, you should have printed the following documents:
 - a. Worthless Check Instruction Sheet
 - b. Worthless Check Affidavit (please print both sides on one sheet of paper)
 - c. OPD Statement Form
 - d. OPD Statement Continuation (if needed)
 - e. Worthless Check Information Pamphlet
 - f. Worthless Check Demand Letter
2. Please review the pamphlet and Worthless Check Affidavit. Should you have a question, contact the Economic Crime Unit during normal business hours, Monday through Friday, at (407) 246-2425.
3. Please understand that we need the original check to be included in the packet; it should be placed in a plain white envelope. Remember that the State Attorney's Office has mandated that only felony cases will be prosecuted (amount of the check must be \$150 or more).
4. Each issued check is a separate occurrence and will require a separate packet. If you have more than one check, please obtain a packet for each unless the checks were received on the same date.
5. Prior to submission, please ensure the Worthless Check Affidavit is filled out completely and legibly. It must be notarized, as all statements included in this packet must be completed and notarized.
6. Send a certified letter, return receipt requested, to the check writer on all cases. (See the enclosed pamphlet for the letter's format.) When filing your package, enclose the green return receipt, along with a copy of the letter sent to the check writer.
7. The Worthless Check packet should be returned to the Orlando Police Department Information Desk in person, or via mail to:

Orlando Police Department
Attn: Worthless Checks
PO Box 913
Orlando, FL 32802-0913
8. If during the course of your investigation should you learn that the check you received is a counterfeit or forged document, please contact the Orlando Police Department Economic Crime Unit. We will make arrangements for someone to meet with you and pick up the document. Worthless checks can be handled through the mail or by your submitting the packet to the Orlando Police Department Information Desk. Forged and counterfeit checks are to be handled in a different manner. Once again, contact the Orlando Police Department Economic Crime Unit if you have a forged or counterfeit check. **Do not** use the worthless check packet for these checks.

Thank you very much for your cooperation. Should you have any questions, do not hesitate to contact the Orlando Police Department Economic Crime Unit at (407) 246-2425.