



# Austin Police Department

City of Austin: Founded by Congress, Republic of Texas, 1839  
P.O. Box 689001, Austin, Texas 78768-9001 Telephone (512) 974-5000  
[www.cityofaustin.org/police](http://www.cityofaustin.org/police)

Dear Sir or Madam,

The Austin Police Department Financial Crimes Unit has reviewed your case. While offenses of a financial nature are never easily or quickly resolved, it appears that your case could have a successful outcome. Further information is needed so that we can proceed forward. The Financial Crimes Unit receives over 8,000 cases per year. Because of this high volume of cases and the fact that financial institutions will not normally provide us with the evidence in your case without a subpoena, you will be asked to provide certain documents. Since you are the account holder of the accounts in question, your financial institution will provide the required documentation to you.

**Prior to your case being assigned to a Detective, you must provide the necessary documentation:**

The following items are **necessary** to support your claim and proceed with your case:

1. Sworn and **notarized** forgery or credit card abuse affidavit. A blank affidavit has been included with this letter; however a copy of the affidavit you provided to your financial institution will suffice.  
**\*NOTE: investigation of your case will NOT proceed until we have received your notarized affidavit.**
2. Synopsis of the events related to this case; to include the manner in which you discovered that this crime occurred and all suspect information available. This can be included in your notarized affidavit.
3. If video surveillance is a possibility, we must have the date and time of the transactions as well as the dollar amounts, locations of transactions. If your credit/debit card was used, we will need that card number.
4. Copies of all documentation that constitute evidence in your case. These documents are case specific but will typically include the following:
  - a. **Forgery** – copy of the forged document or original if available (ie: check, money order, etc.).
  - b. **Credit /Debit Card abuse** – account statement from your financial institution that lists the fraudulent charges and the date/time/location where they occurred.
  - c. **Identity theft** – credit report, account information, applications, etc.

These documents can be either faxed to (512)974-6650, emailed or mailed to the following addresses:

[Financial.crimes@austintexas.gov](mailto:Financial.crimes@austintexas.gov)

Austin Police Department  
Attn: Financial Crimes  
PO Box 689001  
Austin, Texas 78768-9001

For information on how to obtain a copy of your report please call (512)974-5212.

Once the required documents are received, they will be reviewed by the unit supervisor and your case may be assigned to a Detective. If your case is assigned to a Detective you will be contacted for additional information.

To ascertain the status of your case, please email all inquiries to: [Financial.Crimes@austintexas.gov](mailto:Financial.Crimes@austintexas.gov)

If you do not have email access, please call (512)974-5290. Your message will be returned within 3 business days.

***Our investigation has no effect on the recovery of any lost monies. Whether or not you are able to recover lost monetary funds is at the sole discretion of the affected financial institution (bank, credit union, loan company, credit card company, etc.)***



*Keeping you, your family and our community safe.*