

Privacy & Confidentiality Notice

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If you are not the intended recipient please return this document to the nearest Police Station and disregard its content.



QUEENSLAND POLICE SERVICE

FRAUD REPORT FORM

This form is designed to assist with the reporting of fraud complaints that do not constitute a Cybercrime.

Cybercrime offences should be reported online via www.ACORN.gov.au

Please note that Cybercrime includes crimes:

- i. Directed at computers or other devices (such as hacking); and**
- ii. Where computers or other devices are integral to an offence (such as online scams / frauds).**

Completed Fraud Report Forms and attachments can be returned to your local Police Station: [Station Locator - Browse](#)

Surname

Given Name(s)

Date of Birth

Title/Position

Organisation & Trading Name

ABN

Address

Post Code

Phone

Fax

Mobile

Email

OFFICE USE ONLY

DATE RECEIVED:

OFFICER REG:

OCCURRENCE NO.:

CORRESPONDENCE NO.:

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Dear Sir/Madam,

This form is a very important investigative tool. It will assist police in processing your complaint. It may also form the basis of your evidence in the form of a witness statement to be presented at court. Please complete the attached form with as much detail as possible. Any conversation you have had with the suspect/s should be recorded in the first person (in an I said, "....." He said, "....." format. First person conversations are vital in proving many fraud offences.

If you have consulted a legal practitioner regarding this matter, their assistance may be valuable with preparing the information requested.

After completion of this form, you will need to return it to your local QPS Police Station. The following hyperlink may help you locating local; police station: [Station Locator - Browse](#)

When you return the form, an assessment of the available evidence will be conducted. You may be contacted for further information if necessary. The information will be assessed to determine if the matter is of a criminal or civil nature.

Many instances where people lose money are not criminal, but civil, particularly in matters involving breaches of contract, or non-payment of debts. **Police cannot investigate civil matters. Please be aware that police are unable to recover your money.**

Police investigate criminal matters in order to place evidence before a court. They cannot be involved in debt collection. Civil action is the most appropriate method of recovering money. You should speak to the Clerk of the Local Court, which can be located at the following link: [Courthouses contacts - Queensland Courts](#) or a solicitor if you want to take civil action.

If the matter is of a criminal nature, the most appropriate level of response will be identified. This is achieved by prioritising the matter in terms of urgency, risk and whether specialist support of experts is needed (as is the case in certain highly complex matters). Depending on the circumstances of your matter, the correct jurisdiction for investigation and prosecution may be interstate, overseas or with another agency. In such instances, your matter may be referred by the QPS to the appropriate enforcement agency for further action.

If after assessing your complaint it is determined that it will be investigated by the QPS, the information will be placed on the QPS case management system called QPrime. You will be provided a report number starting with QP.....which you will need to quote in any future correspondence.

Please be aware that the Queensland Police Service investigates a wide range of crimes. It may be that police will have to attend to those types of crimes before we can attend to yours. An officer will keep in touch with you and inform you of the progress of your complaint.

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SUMMARY OF ALLEGATIONS

Please provide a brief summary of the fraud allegations that you are making. The purpose of this information is to provide the reader with a précis of what the actual criminal allegations are. A more comprehensive account of the allegations will be requested later in this form.

FINANCIAL/PROPERTY LOSS

Actual Total Loss

\$

Losses Recovered to Date

Property description
(include model/serial/identifiers)

\$

What is the aim in reporting this matter to the Police?

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SUSPECT/PERSON OF INTEREST/OFFENDER

Name – 1 _____

Date of Birth _____

Address _____

Phone (H) _____

Phone (Other) _____

Mobile _____ **Email** _____

Please supply any/all other particulars which may assist in identifying the alleged suspect (ex. vehicles owned, whether or not married, children, contact telephone numbers, associates, locations frequented, email and IP addresses, web pages, companies, bank accounts and any other information which may assist in an investigation)

Name – 2 _____

Date of Birth _____

Address _____

Phone (H) _____

Phone (Other) _____

Mobile _____ **Email** _____

Please supply any/all other particulars which may assist in identifying the alleged suspect (ex. vehicles owned, whether or not married, children, contact telephone numbers, associates, locations frequented, email and IP addresses, web pages, companies, bank accounts and any other information which may assist in an investigation)

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WITNESS DETAILS -1

Name (1) _____

Date of Birth _____

Address _____

Phone (H) _____

Phone (Other) _____

Mobile _____ **Email** _____

Please list the information that this person can provide

WITNESS DETAILS -2

Name (1) _____

Date of Birth _____

Address _____

Phone (H) _____

Phone (Other) _____

Mobile _____ **Email** _____

Please list the information that this person can provide

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WITNESS DETAILS -3

Name (1) _____

Date of Birth _____

Address _____

Phone (H) _____

Phone (Other) _____

Mobile _____ **Email** _____

Please list the information that this person can provide.

WITNESS DETAILS -4

Name (1) _____

Date of Birth _____

Address _____

Phone (H) _____

Phone (Other) _____

Mobile _____ **Email** _____

Please list the information that this person can provide.

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PREVIOUS HISTORY/BACKGROUND INFORMATION

Please detail any history that existed between yourself and the alleged offender. Include business dealings not associated with this current investigation.

FURTHER INFORMATION/REQUESTS

Please list any other information not supplied that may have a bearing on this investigation or may assist in determining the investigative response for this matter.

OTHER INTERESTED PARTIES

Name - 1 _____ Organisation _____

Address _____ Post Code _____

Phone _____

Reason for interest:

Name - 2 _____ Organisation _____

Address _____ Post Code _____

Phone _____

Reason for interest:

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ACTION AGAINST SUSPECT/PERSON(S) OF INTEREST

Give details of disciplinary or civil litigation presently commenced or that you intend to instigate in the future.

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

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

3. Have you confronted the alleged offender? If so, what were the results?

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

5. To what extent was the agreement successful?

6. 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?

7. Are the services of a Debt Collection Agency being or likely to be used? Yes No

8. Have any civil proceedings been initiated or are any being contemplated? Yes No

9. Has a decision been made by a court? Yes No

10. Are you prepared to attend any criminal court proceeding and appeals to further this prosecution? Yes No

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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 at the time of reporting this matter.** Depending on the circumstances of the matter the documents may include the following:

Original cheques	<input type="checkbox"/>	Minutes	<input type="checkbox"/>	Surveillance footage	<input type="checkbox"/>
Statements	<input type="checkbox"/>	Sales dockets/Vouchers	<input type="checkbox"/>	Credit Card Vouchers	<input type="checkbox"/>
Cheque Book Butts	<input type="checkbox"/>	Receipts	<input type="checkbox"/>	Statutory declarations	<input type="checkbox"/>
Written Agreements	<input type="checkbox"/>	Contracts	<input type="checkbox"/>	Account Holder details	<input type="checkbox"/>
Bank Statements	<input type="checkbox"/>	Bank Applications	<input type="checkbox"/>	Handwritten/Typed notes	<input type="checkbox"/>
Telecommunications	<input type="checkbox"/>	Internet data	<input type="checkbox"/>	Deposit/withdrawal slips	<input type="checkbox"/>
Accountant Reports	<input type="checkbox"/>	Invoices	<input type="checkbox"/>	Inventory lists	<input type="checkbox"/>
Other documents	<input type="checkbox"/>	Audits Reports	<input type="checkbox"/>	Memorandums	<input type="checkbox"/>
Audio recordings	<input type="checkbox"/>	Web Page captures	<input type="checkbox"/>	Emails	<input type="checkbox"/>
Photographs	<input type="checkbox"/>	Marketing material	<input type="checkbox"/>		

DECLARATION:

I declare that all requested information has been disclosed. I have not omitted to provide any information that may have a bearing on the conduct of this criminal investigation or the prosecution of any person. All the information provided is true and correct to the best of my knowledge and belief.

Signed: _____

Date: _____

Print Name: _____