

# Instructions

1. You are being asked to complete this affidavit because you have reported that you have been the victim of Credit/Debit Card Abuse. Credit/Debit Card Abuse includes unauthorized transactions on your debit or credit card or transactions occurring on debit or credit cards linked to accounts that were opened using your personal identifying information without your consent. **IF YOU HAVE NOT DONE SO PLEASE CANCEL THE CREDIT OR DEBIT CARD THAT WAS USED FRADULENTLY IMMEDIATELY.**

2. It is very important that you provide as much of the requested information as possible on this form. This form is required by the Tarrant County District Attorney's office before they will accept any case involving credit or debit credit fraud. It will also be used by the investigator assigned to your case in order to gather information to attempt to determine who was responsible for this criminal offense.

When contacting your bank it is important to understand that there are two different dates associated with each transaction. There is the transaction date; the date that the transactions occurred, and the post date the date; the date transaction is posted to your account. For the purpose of investigating your case we need the actual date the transaction occurred. We also need the transaction time for each transaction. Please also provide the exact dollar amount of each transaction, the store name and number and the city and state where the store is located.

3. The information requested on this form is time sensitive. A big component of prosecuting these cases is acquiring video of these offenses to use in identifying the suspect. While many locations store video for up to 30 days some locations retain it for as few as 5 days. Please gather the information and return it to the police department as soon as possible.

4. If your card was lost or stolen please provide a print out of your debit or credit statement showing the fraudulent charges. If your card is still in your possession and only the card number was compromised, please provide at a minimum a least two months worth of statements, prior to the date of the first fraudulent transactions. Investigators will use this information to work with banks and credit card companies to attempt to determine where and when your number was obtained.

5. Once this form is completed please contact the Euless Police Department at 817-685-1526 to have an officer dispatched to take a report from you. Or you can come by the police department located at 1102 W. Euless Boulevard and meet with an officer.

6. If you have any questions about how to complete this form please contact the Economic Crimes Unit at 817-685-1531 or email us at [fraud@eulesstx.gov](mailto:fraud@eulesstx.gov).



