

REQUIREMENTS FOR BAD CHECK CASES

The following requirements must be met before an investigation will begin.

- 1- Each check to be processed must have been written for \$100 or more
- 2- The writer of the check can be positively identified (personal knowledge, drivers license or other identification number obtained at the time the check was presented)
- 3- Check has to be returned from a financial institution for one of the following reasons:
 - a. Non-Sufficient Funds
 - b. Account Closed
- 4- A Notice of Dishonor must have been mailed to the writer of the check. This notice gives the writer **20** days to make the check good. The Notice of Dishonor must be sent by **BOTH** of the following methods:
 - a. Certified mail with a return receipt requested
 - b. First class mail with a certificate of mailing
- 5- Once the **20** days after mailing the Notice of Dishonor has passed, and no response has been received, the check can be brought in to the Sheriff's Office for a report. After the investigation is completed, the case will be forwarded to the Ottawa County Prosecutors Office for their review.
- 6- The following items **MUST** be provided for completion of the report:
 - a. The original check
 - b. A copy of the Notice of Dishonor
 - c. Prosecutor's bad check questionnaire (completed)
 - d. Certified mail receipt and certified mail return receipt
 - e. Any other items which might be important to the investigation of this case, such as work orders, telephone bills showing calls to the writer of the check, receipt for items delivered, etc.

The Ottawa County Sheriff's Office is not responsible for collection of any money that is owed. We will conduct a criminal investigation into the matter of **PASSING BAD CHECK** and **THEFT**. Once charges are filed, only the Prosecutor's Office can stop the court action. You should also be aware that once these actions begin you must follow through with it.

Questions should be directed to the Ottawa County Sheriff's Office Detective Bureau at (419) 734-4404