

**RAPIDES PARISH DISTRICT ATTORNEY'S OFFICE  
WORTHLESS CHECK DIVISION  
POST OFFICE BOX 7358  
ALEXANDRIA, LA 71306-7358  
(318) 442-9268**

**INVESTIGATION FORM**

**MERCHANT / VICTIM INFORMATION:**

NAME: \_\_\_\_\_ OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME & TITLE OF PERSON ACCEPTING CHECK: \_\_\_\_\_

PHONE: \_\_\_\_\_

AMOUNT OF CHECK: \_\_\_\_\_ DATE OF CHECK: \_\_\_\_\_

Was information on check verified?    Yes \_\_\_\_\_    No \_\_\_\_\_

**PERSON ISSUING WORHTLESS CHECK:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ D.O.B. \_\_\_\_\_ SSN: \_\_\_\_\_

Mailing Address

\_\_\_\_\_

Physical Address if Different from Mailing

\_\_\_\_\_

Employment Info., Alternate Phone #, Etc.

\_\_\_\_\_

City, State & Zip Code

\_\_\_\_\_

Other Information for Contact or Issue Warrant

**CERTIFIED LETTER MAILED?**    Yes \_\_\_\_\_    No \_\_\_\_\_

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I understand that after a check is turned into the D.A. Office for collection, NO PAYMENTS shall be accepted directly from the debtor. All payments must be made through D.A. Office.

DATE: \_\_\_\_\_ MERCHANT SIGNATURE: \_\_\_\_\_

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Remit these items to D.A.

- Worthless Check Division:
- 1.) Original Check (**Please staple check to front page.**)
  - 2.) Copy of letter & return receipt or returned envelope if letter was not accepted.
  - 3.) Investigation sheet (signed and dated by merchant.)
  - 4.) Affidavit (signed by merchant ad notarized.)

NOTE: Certified letter is not necessary for checks returned due to closed accounts.

**AFFIDAVIT**

STATE OF LOUISIANA  
PARISH OF RAPIDES

BEFORE the undersigned notary public personally came and appeared the undersigned Affiant who after being duly sworn, deposed and stated that prior to the date of this complaint, the Accused (described as follows):

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ D.O.B. \_\_\_\_\_ SSN: \_\_\_\_\_

\_\_\_\_\_ DL# & STATE: \_\_\_\_\_

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Other information such as Employment, Alternate Address, Alternate Phone Number...

did issue checks or drafts made payable to \_\_\_\_\_ drawn upon a bank or depository as payment in exchange for merchandise, U.S. currency or anything of value, as follows:

| Check No. | Date: | Amount: |
|-----------|-------|---------|
| _____     | _____ | _____   |
| _____     | _____ | _____   |
| _____     | _____ | _____   |
| _____     | _____ | _____   |

Said checks or drafts were drawn on \_\_\_\_\_ and  
(Name of bank, credit union or other depository)

were signed by the Accused and maker thereof in exchange for merchandise, U.S. currency or anything of value with the intent to defraud and knowing at the time of issuance that there was not sufficient credit with said bank or depository for the payment of same, said checks or drafts having been presented within the jurisdiction of the NINTH JUDICIAL DISTRICT COURT, RAPIDES PARISH, STATE OF LOUISIANA, contrary to the provisions of *Louisiana Revised Statute 14:67* and against the peace and dignity of same. Therefore, Affiant wishes that the Accused be arrested and / or prosecuted according to the law.

\_\_\_\_\_  
**Signature of Affiant**

\_\_\_\_\_  
**Printed Name of Affiant**

SWORN TO & SUBSCRIBED before me, notary public, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**NOTARY PUBLIC, RAPIDES PARISH, LA**