

Department of Public Safety
BUREAU OF POLICE
CITY OF WATERVLIET, NEW YORK

PHONE (518) 270-3833

FAX (518) 270-3839

PROCEDURE FOR FILING FOR BAD CHECKS

- 1 - DEPOSIT THE CHECK A SECOND TIME.

- 2 - IF PAYMENT IS DENIED AGAIN, WRITE A LETTER TO THE MAKER OF THE CHECK ADVISING THEM TO MAKE GOOD ON THE AMOUNT OF THE CHECK OR THAT YOU WILL TAKE POLICE ACTION. * SEND THE LETTER BY CERTIFIED MAIL, WITH RETURN RECEIPT REQUESTED.

- 3 - WAIT TEN DAYS. IF YOU DO NOT RECEIVE A RESPONSE, OR YOU RECEIVE THE LETTER BACK AS UNDELIVERABLE, FILE FOR A BANK PROTEST AT THE BANK IN QUESTION.

- 4 - BRING ALL OF THE ACCUMULATED PAPERWORK TO THE POLICE DEPARTMENT TO FILE A REPORT AND A COURT INFORMATION, WHICH WHEN SIGNED BY THE JUDGE WILL RESULT IN AN ARREST WARRANT BEING ISSUED.

**NOTE: ONCE YOU HAVE SIGNED A COURT INFORMATION FOR AN ARREST WARRANT, YOU ARE NOT ALLOWED TO TAKE ANY MONEY OR SETTLE THE CASE ON YOUR OWN. YOU MUST RECEIVE THE PERMISSION OF THE COURT TO DO THAT.

***THIRD PARTY CHECKS - THESE CHECKS WILL REQUIRE YOU TO GO DIRECTLY TO THE PERSON WHO GAVE IT TO YOU. IN TURN, THAT PERSON GOES TO THE ORIGINAL CHECK MAKER. YOU CANNOT FILE CRIMINAL CHARGES AGAINST A THIRD PARTY CHECK MAKER FOR ISSUING A BAD CHECK.