



## CITY OF WATERLIET POLICE DEPARTMENT

2-15<sup>TH</sup> STREET WATERLIET, NEW YORK 12189  
Non-Emergency: 518-270-3833 Fax: 518-270-3839  
[www.WATERLIETPOLICE.COM](http://www.WATERLIETPOLICE.COM)



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### **Procedure for Filing for Bad Checks**

*The Waterliet Police Department will entertain bad check complaints for those uttered within the jurisdiction of the City of Waterliet.*

#### **The following steps are required by law for successful prosecution.**

1. Attempt to 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 it was drawn on and request all pertinent paperwork (this is required by law).
4. Bring all of the accumulated paperwork (the original bad check, copy of the registered letter with returned receipt, bank protest form, any other paperwork) to the Police Department to file a report and charges. A judge will review all the paperwork and sign an Arrest Warrant, if applicable.

Note: Once a warrant is issued, you forfeit the ability to settle the case on your own. (eg; you are not allowed to take money from the defendant unless directed to do so by the Court). Any contact the defendant initiates with you should be forwarded to the DA's office

#### *Special circumstances:*

Third-Party Checks- You are required 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.