

OFFICIAL  
FRAUD REPORT FORM

**Instructions to informant/ victim**

This form is designed to assist with the reporting of fraud complaints that **do not** constitute a cybercrime.

Cybercrime includes crimes:

- i. Directed at computers or other devices (such as hacking)
- ii. Where computers or other devices are integral to an offence (such as online scams / frauds)

Cybercrime offences should be reported online at the [ReportCyber website](#).

Completed fraud report forms like this one **must be delivered in person** to a police station.

If you are resident of a state other than Queensland or live overseas, please take the completed Fraud Report Form to your local police station and ask for help.

**Instructions for QPS member receiving a fraud report form:**

OPM 1.11 '*QPRIME occurrences*'- A QPRIME occurrence is to be created in respect of the commission or suspected commission of any indictable offence. The member who receives the complaint or detects an offence, is responsible for ensuring the QPRIME occurrence is created.

OPM 1.11.1 '*Policelink entered occurrences*' outlines that fraud offences are excluded from being reported online via the official QPS website, or over the phone to Policelink – the report must be taken in person at a police station.

If the information contained in the Fraud Report Form and any supplied supporting documentation or other material indicates that the alleged offence is or may be civil in nature, the QPS member **must** create a QPRIME fraud occurrence and comply with the instructions in OPM 1.11.11 '*Offence a civil matter*'.

**Do not refer an informant/victim or send a fraud report form or a QPRIME fraud occurrence directly to the Financial & Cyber Crime Group (FCCG) in the first instance.** The process for referring financial and cybercrime complaints to the FCCG is outlined in OPM 2.6.4 '*Fraud*'.

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**Important information**

This form is a very important investigative tool. It will assist police in processing your complaint. It may also form the basis of your evidence in the form of a witness statement to be presented at court. This form may be subject to disclosure in court proceedings.

Please complete the form with as much detail as possible. Any conversation you have had with the suspect/s should be recorded in the first person (I said, "....." He/she said, "....."). First person conversations are vital in proving many fraud offences.

If you have consulted a legal practitioner regarding this matter, their assistance may be valuable with preparing the information requested.

After completion of this form, you will need to attend a police station. [Find a police station near you.](#)

At the police station, a QPS member will take possession of the fraud report form and any other documentation and other material you rely on to support your complaint. The details of your complaint will be entered onto the Queensland Police Records and Information Management Exchange called QPRIME and you will be supplied with a report number starting with 'QP' which you will need to quote in any future correspondence. An officer will contact you and inform you of the progress of your complaint.

Your complaint will be assigned to a police officer for investigation. You may be contacted at this stage to clarify details or supply further information.

The investigation will determine if your complaint is criminal or civil in nature.

If the matter is of a criminal nature, the most appropriate level of response will be identified. This is achieved by prioritising the matter in terms of urgency, risk and whether specialist support of experts is needed (as is the case in certain highly complex matters). Depending on the circumstances of your matter, the correct jurisdiction for investigation and prosecution may be interstate, overseas or with another agency. In such instances, your matter may be referred by the QPS to the appropriate enforcement agency for further action.

If the investigation subsequently determines that the matter is civil, the investigator will likely finalise the investigation and you will be provided with advice of the outcome. Examples of civil disputes are matters involving breaches of contract or non-payment of debts.

**Please be aware that police are unable to recover your money.**

Police investigate criminal matters to prosecute offenders and place evidence before a court. They cannot be involved in debt collection. Civil action is the most appropriate method of recovering money. Civil recovery proceedings are your responsibility. You should speak to a solicitor or contact Queensland Courts for advice on commencing civil action. [More information about civil proceedings.](#)

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**Informant**

Family name

Given name(s)

Date of birth

Address

Title/position

Organisation/business & trading name

ABN

Organisation/business address

Phone

Mobile

Email

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**Victim 1**

Family name

Given name(s)

Date of birth

Address

Title/position

Organisation/business & trading name

ABN

Organisation/business address

Phone

Mobile

Email

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**Victim 2**

Family name

Given name(s)

Date of birth

Address

Title/position

Organisation/business & trading name

ABN

Organisation/business address

Phone

Mobile

Email

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**Comprehensive summary of allegations**

The purpose of this information is to give a clear outline of the actual criminal allegations and what evidence is available.

Important:

- Provide a chronological summary of events as it is the basis of your criminal allegation/s
- Include times, dates, and places
- Provide details of conversations you have had with the suspect/s regarding the allegations
- Be factual - you may be required to give evidence in relation to the information provided in this report
- If you have documents or other material, make copies, label them clearly and cross reference individually to the summary
- **Do not attach originals**
- Keep original documents or material in your possession until you are contacted by an investigator.

**Financial loss including property if applicable**

Actual total loss

\$
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Losses recovered to date

\$
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**Property description (include model/serial/identifiers)**

**What is the aim in reporting this matter to the police?**

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**Suspect 1**

Surname

Given name(s)

Date of birth

Address

Title/position

Organisation/business & trading name

ABN

Organisation/business address

Phone

Mobile

Email



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**Suspect 1 further information**

Please supply any other particulars which may assist in identifying the alleged suspect – for example, details of vehicles owned, marital status, children, contact telephone numbers, associates, locations frequented, email and IP addresses, web pages, companies, bank accounts and any other information which may assist in an investigation.



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**Suspect 2**

Surname

Given name(s)

Date of birth

Address

Title/position

Organisation/business & trading name

ABN

Organisation/business address

Phone

Mobile

Email

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**Suspect 2 further information**

Please supply any other particulars which may assist in identifying the alleged suspect – for example, details of vehicles owned, marital status, children, contact telephone numbers, associates, locations frequented, email and IP addresses, web pages, companies, bank accounts and any other information which may assist in an investigation.

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**Witness 1**

Surname

Given name(s)

Date of birth

Address

Title/position

Organisation/business & trading name

ABN

Organisation/business address

Phone

Mobile

Email

**Please detail the information that this person can provide:**

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**Witness 2**

Surname

Given name(s)

Date of birth

Address

Title/position

Organisation/business & trading name

ABN

Organisation/business address

Phone

Mobile

Email

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Please detail the information that this person can provide:

A large, empty rectangular box with a thin black border, intended for providing detailed information about the person mentioned in the text above.

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**Previous history/background information**

Please detail any history that existed between yourself and the alleged suspect/s including any business dealings not associated with this current investigation.

**Further information**

Please list any information or documents not in your possession which may assist.

**Miscellaneous information**

1. Has this matter been previously reported to police or other authority or professional or regulatory body?

2. Have you been or are you likely to be reimbursed for your loss?

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3. Have you confronted the alleged offender? If so, what were the results?

4. Has there been any agreement (verbal or otherwise) made for your loss to be repaid or returned?

5. To what extent was the agreement successful?

6. Do you intend to, or have you instructed a solicitor to pursue your interests? If yes, what are the contact details of your solicitor?

7. Are the services of a debt collection agency being or likely to be used?

Yes  No

8. Have any civil proceedings been initiated or are any being contemplated?

Yes  No

9. Has a decision been made by a court?

Yes  No

10. Are you prepared to attend and give evidence in any future court proceedings including appeals until the matter is concluded by a court?

No



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**Document checklist**

Where possible, copies of all documents relating to this matter must be supplied.

**Do not supply original documents to the police station at the time of reporting.**

Depending on the circumstances of the matter the documents may include the following:

Statements	Receipts	Account holder details
Cheque book butts	Contracts	Handwritten/typed notes
Written agreements	Bank applications	Deposit/withdrawal slips
Bank statements	Internet data	Inventory lists
Telecommunications	Invoices	Memorandums
Accountant reports	Audits reports	Audio recordings, web page captures, emails
Other documents	Surveillance footage	Photographs
Minutes	Credit card vouchers	Marketing material
Sales dockets/vouchers	Statutory declarations	

**Declaration**

I declare that all requested information has been disclosed. I have not failed to disclose any information that may influence the conduct or outcome of any potential criminal investigation or prosecution of any person. All the information provided is true and correct to the best of my knowledge and belief.

**Print Name:**

**Signed:**

**Date:**