PROCEDURE FOR TAKING A CHECK

1. **IS THE CHECK DATED TODAY?**
   - Postdated and checks given for return of, or replacement for, a previous check should not be accepted.

2. **IS THE SIGNATURE LEGIBLE?**
   - The check should be signed in the presence of the person taking the check.
   - Print the name of the signer of the check if the signature is illegible.

3. **IS THE ADDRESS COMPLETE?**
   - There should be a permanent street address and home and work telephone numbers.

4. **CAN YOU CONFIRM THE IDENTITY OF THE PERSON WHO SIGNED THE CHECK?**
   - If suspicious of a photo identification, examine it carefully. (ID can be easily forged.)

5. **DOES THE AMOUNT OF THE CHECK IN NUMBERS MATCH THE AMOUNT OF THE CHECK IN WRITING?**

6. **RECORD THE FOLLOWING INFORMATION ON EACH CHECK:**
   - Driver's license number, even if preprinted on the check
   - Date of birth
   - Expiration date of the driver's license
   - Initials of the person accepting the check

Recording of the information gives the DA the information he needs to file a case and obtain an arrest warrant for the check writer and, if the case is tried, the information helps to convince a judge or jury that the person who wrote the hot check is the person on trial.

CHECKS WE DO NOT ACCEPT

- post-dated checks
- stop-payment checks given only for services rendered
- checks under $1,000 and more that one year old
- check given in return for another check
- checks where the merchant cannot provide the name of a witness
- check not presented to the bank for payment within thirty (30) days of the day it is written
- checks returned NSF where no certified notice has been sent unless the merchant is enrolled in the DA's fast Filing Program

SPECIAL NOTICE: If any check is more than $1,000 and is otherwise of the type of check we do not accept, call one of the criminal investigators in the DA's Hot Check Division to discuss the merits of a potential case. If further investigation would be warranted, the investigator will set an appointment for you to come into the office with the check for possible action.