



Darien Police Department - Detective Bureau

25 Hecker Avenue

Darien, CT 06820-5398

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Guidelines for Bad Checks Received in Darien Which Have Been Returned as “Insufficient Funds”

The following are prerequisites for handling “**Insufficient Funds**” check(s):

1. Proper identification must have been taken from the person presenting the check. This should be in the form of a photo identification such as a valid operator’s license. License number must be written on the check. An **exception** to this identification requirement is a check received from someone whom you can readily identify as personally familiar to you.
2. No Partial Restitution has been accepted on the check in question.
3. Complaint is initiated with the Darien Police within 90 days of the issuance of the check.
4. The check has not been post-dated. Post-dated checks are considered a promise to pay and are civil.
5. The amount of the check is at least \$50.00. Exceptions can be made on multiple checks.
6. All checks must be deposited twice unless they are “fake” checks, account closed, or stolen/forged.

If the above prerequisites have been met, the following steps should be taken:

1. Send a CERTIFIED LETTER of demand to the person who issued the check with a Return Receipt Requested. The letter should clearly state your demand for immediate and full payment covering the amount of the check.
2. When the letter or receipt has been returned and the check has not been paid, proceed as follows:
 - a. Keep the check in a safe place and do not return the check unless full restitution has been made. The Police must be given the original check when it exists.
 - b. Fill out a Darien Police Department Bad Check Form for each check to be submitted.
 - c. After the necessary information has been collected, you must call the Detective Bureau (662-5330) and make an appointment to bring the ORIGINAL check and the completed Darien Police Department Bad Check Form to the Darien Police Department along with receipt or returned letter. Patrol Officers do not handle check cases.