



Williamson County Sheriff's Office

508 S. Rock St.

Georgetown, Texas 78626

(512) 943-1300

Dear Sir or Madam,

The Williamson County Sheriff's Office Financial Crimes Unit will be reviewing your case. Offenses of a financial nature are never easily or quickly resolved but there are steps you can take to assist in the process and further information is needed so that we can proceed forward. The Financial Crimes Unit receives over 500 cases per year. Because of this high volume of cases and the fact that financial institutions will not normally provide us with the evidence in your case without a subpoena, you will be asked to provide certain documents. Since you are the account holder of the accounts in question, your financial institution will provide the required documentation to you.

Prior to investigation by a Detective, you must provide the necessary documentation:

The following items are **necessary** to support your claim and proceed with your case:

1. Sworn and **notarized** forgery or credit card abuse affidavit. A copy of the affidavit you signed with your financial institution will suffice.
2. Synopsis of the events related to this case; to include the manner in which you discovered that this crime occurred and all suspect information available. This can be included in your notarized affidavit.
3. If video surveillance is a possibility, we must have the date and time of the transactions as well as the dollar amounts and locations of transactions. If your credit/debit card was used, we will need that card number.
4. Copies of all documentation that constitutes evidence in your case. These documents are case specific but will typically include the following:

Forgery – copy of the forged document or original if available (check, money order, etc.).

Credit/Debit Card Abuse – account statement from your financial institution that lists the fraudulent charges and the date/time/location where they occurred.

Identity Theft – credit report, account information, applications, etc.

These documents can be emailed to evidence@wilco.org, or mailed to the following address:

evidence@wilco.org

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Attn: Financial Crimes
508 S. Rock St.
Georgetown, TX 78626

Our investigation has no effect on the recovery of lost monies. Whether or not you are able to recover lost monetary funds is at the sole discretion of the affected financial institution (bank, credit union, loan company, credit card company, etc.)