

OFFICE OF THE STATE ATTORNEY  
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SEVENTH JUDICIAL CIRCUIT OF FLORIDA  
VOLUSIA, FLAGLER, PUTNAM & ST. JOHNS COUNTIES

## **PROCEDURE FOR ACCEPTING CHECKS**

We have developed the Worthless Check Program to better serve the victims of worthless checks. We need your assistance in order to prosecute the people who pass worthless checks to you. The following instructions will enable us to recover your losses.

**WE ACCEPT ALL WORTHLESS CHECKS INTO THE PROGRAM FOR COLLECTION BUT IF THE PROCEDURE BELOW IS NOT FOLLOWED, CHECKS WILL NOT BE ELIGIBLE FOR PROSECUTION.**

1. Identifying the checkwriter or passer is the most important element to ensure successful prosecution of worthless checks. If the checkwriter cannot be identified, we cannot prosecute the case.

Identification of the check passer can be determined in one of three ways:

- A. The taker of the check (victim) can personally identify the passer and can furnish the checkpasser's address and date of birth on the Complaint Affidavit. The checktaker must also initial the check when it is passed. **or**
- B. The checktaker must write the checkpasser's drivers license number or state identification card number and state of issuance on the check, as well as compare the drivers license photo/state identification photo with the person passing the check to insure that the photo matches the person. The checktaker must also initial the check when it is passed. **or**
- C. The checktaker must write the check cashing card number on the check. However, if such a check-cashing identification card is used to establish identity of the checkwriter, the checkwriter's identification information (i.e., full name, residence address, home phone number, place of employment, sex, date of birth, and height) must be on file with the checktaker/victim. The checktaker must also initial the check when it is passed.

- 2. We cannot prosecute a post-dated check bearing a date later than the date that you accepted it.
- 3. We cannot prosecute a case in which you have agreed to hold the check for a period of time.
- 4. Do not accept partial payment for a worthless check. (That may prevent our prosecution.)
- 5. The check passer must obtain services, goods, wares, or other things of value.
- 6. The checktaker should try to get the worthless check complaint to the State's Worthless Check Diversion Program as soon as possible. This will greatly increase the likelihood of collection.