



Chief of Police  
MICHAEL D. WOODS

TOWN OF COLONIE  
OFFICE OF THE CHIEF OF POLICE

312 WOLF ROAD  
LATHAM, NEW YORK 12110  
(518) 783-2744  
[www.colonie.org/departments/police](http://www.colonie.org/departments/police)



Deputy Chiefs  
ROBERT H. WINN  
JAMES J. GERACE

**REQUIREMENTS TO FILE A BAD CHECK COMPLAINT**

Reports can be filed anytime at the front desk of the police department or an officer can respond to your Town of Colonie business or home.

1. A minimum of ten (10) days must have passed since dishonor by the drawee.
2. Check must be protested at the bank it is drawn on.
3. Complainant can show that they have made a diligent effort to collect on the check,
  - a. A log of phone calls/contacts and what was said by drawee, if no contact is made, make a note of this.
  - b. Receipt of registered letter sent to the last known address of the person who issued the check.
4. A signed information (accusatory instrument) and complaint from person who personally received the check and can identify the passer.
  - a. Proper endorsement on the rear of the check when check is made out to cash.
  - b. Proper identification must be taken from drawee of the check. Examples:
    - i. New York State Driver License
    - ii. Local check cashing card
    - iii. Date of birth
    - iv. Credit cards
    - v. Phone numbers (Home, Cell and Work)
    - vi. Physical description of passer.
5. No checks will be accepted that have been presented more than 30 days after date of utterance.
6. The following **will not be accepted**:
  - a. Stop payment
  - b. Second party checks
  - c. Checks that have not been presented twice for payment, NSF only.
  - d. If an acceptance of partial payments has been made.

If you have any further questions contact any Investigations Sergeant at 783-2754. All the aforementioned requirements must be met before a complaint can be taken for a bad check. Only checks taken in the Town of Colonie will be accepted.

**Equal Opportunity Employer**