

XXX POLICE DEPARTMENT

MEMO

To: _____

From: _____

Date: _____

Re: PROTECTION ORDERS VALIDATIONS

Message:

Please validate the attached highlighted protection orders. Any notes you have regarding changes may be made next to that order. When you are finished please sign and date in the space provided below. Please return this form and the corrected validation listing to the **XXX Police Department**.

Any questions may be directed to our office at **(XXX) XXX-XXXX**.

Thank you.

*I hereby acknowledge and certify that our department reviewed the records of the enclosed validation listing and after having noted any discrepancies declare the information contained in each of the records accurate. I am now returning the reviewed records to **XXX Police Department** for correction.*

_____ / _____

Signature of validating court employee

court

date

XXX POLICE DEPARTMENT

MEMO

To: _____

From: _____

Date: _____

Re: WARRANT VALIDATIONS

Message:

Please validate the attached highlighted warrants. Any notes you have regarding changes may be made next to that order. When you are finished please sign and date in the space provided below. Please return this form and the corrected validation listing to the **XXX Police Department**.

Any questions may be directed to our office at **(XXX) XXX-XXXX**.

Thank you.

*I hereby acknowledge and certify that our department reviewed the records of the enclosed validation listing and after having noted any discrepancies declare the information contained in each of the records accurate. I am now returning the reviewed records to **XXX Police Department** for correction.*

Signature of validating court employee

court

date

SAMPLE VALIDATION LETTER TO IDENTITY THEFT VICTIM FILE

DATE:
CASE #:
NIC/WAC#:

On _____, you filed an identity theft report and signed a consent form with this agency. The records of this report are presently being reviewed to ensure that the information entered into the National Crime Information Center (NCIC) computer is correct. This could aid in identifying the imposter when encountered by law enforcement.

To maintain your privacy, the information on the identity theft report and consent form is not included in this validation letter.

We ask that you take a minute of your time, answer the questions below, and return this form to us immediately. In the event we do not receive a response, a determination will be made, based on original information, whether or not to retain the entry in the computer. Your cooperation is greatly appreciated.

- 1) Is the information you originally provided in your report still accurate? YES NO
- 2) Do you wish to have your report removed from the Identity Theft Victims File? YES NO

Please include any comments you wish to make:

In order for your information to be removed from NCIC, your signature must accompany this letter.

Signature of reporting party _____

Date: _____