



What do I need to tell police when I report a crime?

Police will take a report from you when you tell us about a crime.

We will need:

- **your personal details,**
full name, date of birth, residential address, telephone number and a **current, valid email address** (email is our main way to contact you if we need to).
- **the street address of where the incident occurred.**
- **dates/times,**
 - when a house/business/vehicle were last visited or seen before the crime,
 - when the crime was discovered.
- **if the crime is about a house/business or premises,**
 - details about the premises; how it was entered, what damage was done and the estimated value of the damage. We also need to know if there is any CCTV.
- **if the crime is about a vehicle/trailer/boat,**
 - details about the vehicle/trailer/boat like the vehicle registration number or any other identifying details such as VIN, Chassis or Engine Number.
- **details of property damaged/stolen.** If you don't know how much was damaged or stolen, still report the crime. You can tell us what you do know was damaged or stolen and we'll let you know how to update this information when you have more details.
 - **description of the property** eg brand, colour, size, model and serial number. For a mobile phone – the IMEI number.
 - **tracking device** if the property has a tracking device installed (eg phone/laptop) or with it (eg a tile, smart or air tag etc) make sure it's activated and give police any information from the device.
 - **monetary value of the property.** We need to know the dollar value of the property, not the sentimental or emotional value. You could find the monetary or dollar value of an item from purchase receipts, quotes to replace the item or the insured value.

If you're reporting on behalf of another person or business, you'll need their permission to make the report for them and

- the full name, date of birth and residential address of the person,
- the retail name, address and contact person for the business,
- the owner of any property stolen or damaged if the owner is not you,
- the owner of any business/house/premises or vehicle involved if not you.

If you don't have all the details we need for other people or businesses involved, we'll still take the report; but you'll need to ring us back or attend a police station to provide that information.

