



Criminal Incident Report

Part I Name

1. Full name | 2. Address | 3. City | 4. State

Part II Subject

5. Subject of the incident

Part III Date, Time and Location of Incident

6. Date | 7. Time (HH/MM) AM/PM | 8. Location, i.e. City, State, etc.

Part IV Persons Involved

9. List the names of all agents involved in the incident | 10. Agency this report submitted to

Part V Details of the incident

11. Explain to the fullest in your own words exactly what happened.

See "Addendum A" for additional information if attached

Optional submission of this information to the State Recording Secretary for recording on the public "Land Recording Office" is certification of my testimony herein.

By _____ Seal
American State National

Recording Number: _____

Part VI State Recorder Verification

All information below is to be filled in only by the authorized State Recording Secretary

12. State recorders credential number | 13. State recorder's contact number | Seal of Recording Secretary

14. State recorder's contact Email

I Certify that the above named American State National does in fact hold that status and this document has been recorded on the public "Land Recording Office" by me, the State Recording Secretary for:

By _____

Addendum "A"

Use this addendum page to provide addition information as a continuation of Part V of the first page (1) of this form.

By _____ Seal
American State National

Processing and Instructions for Form 560-302

The information entered on this form is used to provide the agency who's actors were involved with the details of the incident(s) and encounter(s) that may have impacted your life in an illegal way.

It is important that this form be filled out in full with all details as complete as you can remember them. Do not falsify any information in this report and make sure it is accurate in every detail to the best of your knowledge.

Part I Name

Enter your full name, address, city, and state.

Part II Subject

Give a short description here. A further detailed description of the incident will be given in **Part V**.

Part III Date and Location of Incident

Be as specific as you possible can. Fill in the exact Date and Time of the incident. Make certain to add whether the time is AM or PM or underline it.

Enter the City and State and nearest land mark, address, or cross street intersections. Full details can be given in **Part V** of this document.

Part IV Persons Involved

List the names of every agent/actor you had an encounter with. If you can get badge numbers that can be helpful. In #10, fill in the name of the agency that the officers involved work for, i.e. FBI, ATF, Law Enforcement Officers, Sheriffs, etc.

Part V Details of the incident

Fill in this section with as much detail as you can remember that is directly pertinent to the encounter that you feel was unlawful. Use as much space as you need. If you find that you need more space continue your explanation on "Addendum A" of page 2 if extra space is required. This will indicate that additional information follows.

Make sure you include as many details as you can verify. Do not detail anything you can not prove. If there were witnesses to the event get their permission before using their names in **Part V**.

Note: Make sure you autograph **Part V** and, also on the Addendum if that page is used. Make sure you also use a red ink thumb print as your seal over the last couple of letters of your printed name.

Part VI State Recorder Verification

If the person presenting this incident report wishes it to be recorded then the following applies.

Note to State Recording Secretary: If the individual autographing this form does not have a recording number, noted beneath their autograph on page 1, leave that line blank.

Part VI is to be filled in only by a credentialed State or County Land Recording Secretary.

The Recording Secretary will then fill in their (12) credential number, (13) their contact phone number, and (14) their email contact information.

At the bottom left fill in either the State or County where you hold your current position.

In the bottom right a space is reserved for your Recording Seal.

Lastly, autograph this document underneath your Recording Seal.

The first page of this document, along with the **Addendum**, if necessary, will be scanned in and linked to the account of the person indicated in **Part I** upon their request to have this document recorded under their "Land Recording Office" account.

Once the form is complete and your satisfied with the contents, submit a copy of this document to the agency shown in box number ten (10).

If you need extra space you can write in the person to who's attention this document is being sent to and their full address at the beginning of **Part V**, or in **Addendum A**.