

FIRST INFORMATION REPORT

FIR NUMBER: **POLICE STATION:** **STATE:**
FIR DATE: **DISTRICT:** **TYPE:**

[These details are filled in by the police.]

Act and Sections

[These details are filled in by the police]

OCCURRENCE OF OFFENCE:

DATE FROM:

TIME FROM:

TIME PERIOD:

DAY:

3(B) INFORMATION RECEIVED AT POLICE STATION DATE & TIME:

3(C) GENERAL DIARY REFERENCE ENTRY NO(S):

TYPE OF INFORMATION:

PLACE OF OCCURRENCE

Direction and Distance from Police Station:

Beat No:

Address:

In case outside limit of this police station,

the name of the Police Station District:

COMPLAINANT/INFORMANT

(a) Name: (b) Father's/ Husband's Name: (c) Date/Year of Birth:

(d) Nationality: (e) Passport No: (f) Date of Issue:

(g) Place of Issue: (h) Occupation: (i) Address:

DETAILS OF THE KNOWN/SUSPECTED / UNKNOWN ACCUSED WITH FULL PARTICULARS:

[when giving a description of the person who committed the crime, one should report physical attributes such height, build, hair colour, skin colour and any other significant characteristics that stand out.]

REASONS OF THE COMPLAINANT/INFORMANT FOR DELAY IN REPORTING THE INCIDENT:

[If the FIR is being filed a considerable amount after the crime has taken place then the person filing the FIR must give the police a valid reason for the delay in reporting the crime.]

PARTICULARS OF PROPERTY STOLEN/ INVOLVED:

TOTAL VALUE OF PROPERTY STOLEN/INVOLVED:

INQUEST REPORT OF DEATH/ UNNATURAL DEATH CASE NUMBER, IF ANY:

["Inquest" means an investigation into the cause and circumstances of the death of a person and a determination, made with or without a formal court hearing, as to whether the death was caused by an unlawful act.]

FIRST INFORMATION CONTENTS:

[This is where the person filing the FIR gives a detailed description of the events that took place. The description must be free of any exaggeration or personal bias and it should be a factual account of the event rather than an emotional one.]

ACTION TAKEN

(i) Registered the case and took up the investigation

Or

(ii) Directed (Name of Inspecting Officer and Rank Number) to take up investigation

Or

(iii) Refused to take up investigation due to

Or

(iv) On point of jurisdiction transferred to Police Station..... District..... State.....

FIR read over to the complainant/ informant, admitted to be correctly recorded and a copy given to the complainant/informant free of cost.

*Signature of Officer in Charge
(At time of Charge Sheet)*

Police Station..... Name..... Rank No.

Signature/Thumb Impression of the Complainant/ Informant

Date and Time of dispatch to the Court