

**Counterfeit Currency: Advice to Retailers**

**Offences in relation to counterfeit currency are dealt with by the police and **NOT** Action Fraud.**

There are, in effect, two types of scenarios when retailers will identify that they have received counterfeit currency.

- A) At the time the notes are passed to them or shortly after the suspect(s) have left the venue (in police terms: 'Crime in Action').
- B) Later in the day when checking the till(s)/cashing up at the end of the day.

**Situation A – Suspect on premises or has just left**

The police should be contacted **ASAP** to notify them of the matter.

As well as providing the police with the exact address of your premises, you should provide them with:

- i) Is the suspect still at the location, or if they have left how long ago and direction of travel.
- ii) The type of note passed, e.g. Bank of England, Bank of Scotland, Royal Bank of Scotland, Clydesdale, Bank of Ireland, Ulster Bank etc. and denomination e.g. £20, £50 etc.
- iii) Description of suspect(s) e.g. male/female, approx. age, ethnicity, distinctive clothing.
- iv) If suspect(s) linked to car; colour make/model, registration (even if just partial registration).

**Action to be undertaken**

- 1) The counterfeit note(s) should be placed in a plastic wallet/sleeve or envelope (this will enable the police to consider option of fingerprints).
- 2) CCTV footage of the suspect(s) should be copied on to a disc/data stick so that this can be provided to the police. The information supplied should include the time the suspect arrives and departs from the premises. (N.B. It is important that the CCTV is copied in best quality/resolution and not a compressed version).
- 3) If the premises have a carpark and the CCTV system covers this carpark the footage should be checked to see if the suspect(s) can be linked to a car. If relevant footage is found this should also be copied on to disc/data stick (see point 2 above).
- 4) When police attend the premises, provide them with the counterfeit notes and CCTV footage. (N.B. The counterfeit notes should not be deposited at the bank, they will be required by the police as evidence).

**Situation B – Notes found later in the day/when cashing up**

The police should be contacted either via **101**, personal reporting to a police station/office, or via an online option.

When counterfeit note(s) are found in these circumstances, enquiries should be made prior to reporting the matter to the police to identify, if possible, when and where the notes were passed - it may be that the note passed is a higher value note or a note not normally encountered in the area, and as such a member of staff may, upon reflection, identify receipt of the note.

**Action to be undertaken**

- 1) The counterfeit note(s) should be placed in a plastic wallet/sleeve or envelope (this will enable the police to consider option of fingerprints).
- 2) The CCTV system should be reviewed to see if footage of the suspect(s) can be found and if so this should be copied on to disc/data stick so that this can be provided to the police. The information supplied should include the time the suspect arrives and departs from the premises. (N.B. It is important that the CCTV is copied in best quality/resolution and not a compressed version).
- 3) If the premises have a carpark and the CCTV system covers this carpark the footage should be checked to see if the suspect(s) can be linked to a car. If relevant footage is found this should also be copied on to disc/data stick (see point 2 above).
- 4) If/when police attend the premises, provide them with the counterfeit notes and CCTV footage. (N.B. The counterfeit notes should not be deposited at the bank, they will be required by the police as evidence).

Dependent upon the location of the business and the police area which covers it, circumstances may dictate that it would be preferable to attend a police station/office and report the matter and supply the supporting evidence counterfeit note(s) in plastic wallet/sleeve or envelope and relevant CCTV.

It may be possible (subject to police area) to report the matter via an online reporting system. (N.B. these matters should not be reported online to Action Fraud). If reported online, it is important to include the fact that the counterfeit notes have been retained as evidence and whether there is CCTV footage of the suspect(s) that has been retained.

N.B. Even if it is not possible to identify who passed the counterfeits (as a consequence of enquiries/review of CCTV) the incidents should still be reported to police and the evidence (counterfeit notes) supplied to them.

N.B. If your premises are within a shopping centre/complex it may be worth considering speaking to the security team/department, since they may be able to locate the suspect(s) on their CCTV system and link them to a vehicle. This information should be provided to police when the matter is reported.