

FIR

An **FIR** or **First Information Report** is a written document that is filed by the police. It is different from a police complaint. An FIR is filled if a cognizable offence has occurred, i.e. an offence for which police can take action without prior court approval (a warrant). A police complaint can be filled both in the case of a cognizable as well as a non-cognizable offence (offence where police cannot arrest without a warrant). In the Section 154 of the Criminal Procedure Code, 1973 ('CrPC') defines what amounts to first information.

The need to file an FIR arises in the case of loss or theft of important documents like Educational Certificates, Birth Certificate, PAN Card, Election Card (Voter ID), Driving Licence, Passport, Property sale-purchase papers etc. Loss of mobile phone is another common occurrence when one needs to file an FIR.

In order to get a duplicate of any lost documents one has to attach a copy of the **F.I.R** along with the application. In addition any unauthorized person can misuse your lost original documents. Hence it is important to lodge a F.I.R for the lost documents with the local Police station and get a copy of the same which will serve as an evidential proof for you.

Three or more copies of the application should be made. Namely one for police station record, another copy for duplicate Document Application and finally a copy for one's own record. The report should be duly signed by the Police Officer In-charge with his name and designation, Police station Address Stamp.

An FIR must include the following Items

Police Station..... District

1. Personal details of the Complainant / Informant:

(a) Name

(b) Father's / Husband's Name

(c) Address

(d) Phone number & Fax

(e) Email:

2. Place of Occurrence:

a) Distance from the police station

b) Direction from the police station

3. Date and Hour of Occurrence:

4. Offence:

a) Nature of the offence (e.g. murder, theft, rape, etc.)

b) Section (To be decided/written by Office only)

c) Particulars of the property (in case one has got stolen):

5. Description of the accused:

6. Details of witnesses (if any)

7. Complaint: Briefly lay down the facts regarding the incident reported in an accurate way.

Note: At the end of the complaint, the complainant's/informant's signature or thumb impression should be there.

Given below is a Sample format of an FIR.

From

Applicant Name

Contact Address

Mobile number/Phone number

E-mail id.

Date. _____

To,

The Police Officer In charge

Address (Local Police station)

Respected Sir,

Sub. : Loss of my ORIGINAL _____ (mention your lost document name and Number)

While travelling from _____ (place) to _____ (place) by bus/ train/ walk I have lost my Original _____ bearing No. _____ along with (name other documents if any) some where. (If you have any idea or chance of loss at an approximate area, you can mention the same in your application). Sir, to avoid any misuse of my above _____ I seek your help and request you to kindly register my F.I.R in the subject matter.

For your ready reference I enclose herewith

(a) copy of lost _____

(b) copy of _____ as I.D proof.

Hope you will do the needful favourably at the earliest.

Thanks and regards

Yours Sincerely

_____ (your signature)

_____ (your Name)

From

(Applicant's Name), Father's/Husband's Name

(Applicant's contact address)

(Applicant's contact mobile number/Phone number)

Applicant's e-mail id. (If any)

Date. _____

To,

The Police Officer In charge

Address (Name of Local Police station)

Sub. : (mention subject e.g. your lost document/phone name and Number)

Through, Proctor, AMU, Aligarh

Respected Sir,

I would like to bring the following facts to your kind notice:

(Include details/contents 1-7 as given in Proforma)

.....
.....

I seek your help and request you to kindly register my F.I.R in the subject matter.

For your ready reference I enclose herewith

(a) Copy of [Complainant/Informant] I.D. proof.

Hope you will do the needful favourably at the earliest.

Thanks and regards

Yours Sincerely

_____ (Complainant/Informant Signature)

_____ (Complainant/Informant Name)

