

## English-B English Fluency

### Unit-IV: How to write F.I.R.s

**F.I.R.** stands for F.I.R.st Information Report. It is a complaint lodged orally or in writing for the F.I.R.st time for a cognizable crime to the police by a person who has adequate information about the crime. Once the complaint is recorded, it is known as F.I.R. under section 154 of the Cr P C.

To file an F.I.R., all you have to write is your full name and address, contact no., your introduction then your complaint in proper sequence. It should include what happened, when and who caused it, their name and address or his description if known, who witnessed it, for what, what is caused to you (the loss or injury). In the last paragraph, you may write a request to take action as per law. Sign it with date. At the top, write the designation of the Police Officer and name of the Police Station with date and place. F.I.R.s are also filed online on the Police Official Website.

Apart from the severe crimes, F.I.R.s are also lodged in case of loss/misplace/theft of your documents like PAN Card, Adhar Card, Voter ID, Marksheets, Degrees, Official Certificates, Driving License, Passport, Property sale-purchase papers etc. It is necessary to lodge an F.I.R. to recover or to get the duplicate documents from the concerned authorities. The F.I.R. also ensures that your documents are not misused by any unauthorised person in future.

The following are the details and samples of some formats that can be used to write F.I.R.s:

**Proforma for Reporting the F.I.R.st Information  
(F.I.R.)  
of a Cognizable  
Offence**

*(Under Section 154 of the Criminal  
Procedure Code)*

**An F.I.R. 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:**

**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.**

## Sample F.I.R.s

(1)

From:

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

Applicant's Contact Address

Applicant's Contact No.

Applicant's E-mail Id (if any)

Date: \_\_\_\_\_

To,

The Police Officer In-charge

Address (Name of Local Police Station)

Subject: (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)

(2)

From

abc... (Applicant Name)

xyz ...(your contact address)

120012...(your contact mobile number/Phone number)

Abc@your.mail...(your 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)

**(3)**

**Sample letter format to lodge a police F.I.R for loss of original certificates**

From

Your Name

Your Address

Your Phone Number

Your Email ID

To

The Superintendent of Police

Address of your local station

Respected Sir,

Sub: Loss of my original degree certificates.

I (your name) am hereby humbly inform you that I have lost my degree certificates while travelling from \_\_\_\_\_ (Write the city / village name where you started your journey) to \_\_\_\_\_ (Write here the name of village / city to which you ended your journey) by bus. I tried all possible ways to recover them. But could not able to find them till now. So I am reaching out to you to file an F.I.R. I have given a paper advertisement too to find my certificates. I have attached a copy of it here. Please file F.I.R for my loss of certificates (Write certificate numbers using xerox copy or attach them with the letter), which will make me to step forward to claim duplicate certificates from my university. In case, any further details are required from my end, you may please contact me through the phone number given above.

Thanking you!

Yours faithfully,

Your Signature

[Your Name]

Attachments:

1. Xerox copy of certificates
2. Copy of paper advertisement about the loss of certificates

Note: Readers are advised to take this content as a sample format for F.I.R to police. We are not responsible for accurate and reliability of the contents you use by referring our website. Thanks for understanding!

## **How to Write application letter to file loss of RC book**

**Situation:** You have lost your RC book for your vehicle whether 2 wheeler or 4 wheeler. You want to lodge a complaint letter to the Police. Then how will you write a letter to file F.I.R about loss of your RC book to the Police Station.

Below are the contents. We have just given the text of writings after From and To.

Sir,

I have lost my RC book for the vehicle number \_\_\_\_\_ during travelling. I want to file an F.I.R. about my loss of RC book. I have attached the Xerox copy of RC book, driving license and insurance copy for my vehicle. Please consider it as request and file an F.I.R. Also give me a copy of F.I.R. Thank you!

**Enclosure:**

1. Xerox copy of RC book
2. Xerox copy of Driving License
3. Xerox copy of Vehicle Insurance.

## **How to Write application letter to file F.I.R for loss of Bank Passbook**

Situation: Suppose, if you have lost your Bank Passbook and want to make a police complaint. Then how do you write a letter ? Here is the format of letter. From and To is not given here. Refer them in the beginning of this article.

Sir,

I had bank passbook in Canara bank near my location, \_\_\_\_\_ (Write location of the bank). I don't know how it was lost by me. I want to file a complaint regarding this. Please take up my request and file a complaint for the same. Thanking you.

Enclosures:

Xerox copy of Bank Passbook

Xerox Copy Aadhaar card

Xerox Copy of PAN card.

## **How to Write application letter to file F.I.R for loss of Voter ID**

Situation: If your Voter ID card is lost in somewhere and you want to make a police complaint, then the following letter format will be suitable for you. The subject body of the complaint only is given below. You should write your address in From field and police station address in To field.

Sir,

My age is 34 as of now. I had valid voter ID card. The ID card was lost while shifting my home last week. I have tried all the way to trace out my Voter ID, but I was unsuccessful in finding it. Hence I want to lodge a police complaint to file F.I.R. Please take necessary steps to find it and give me a copy of F.I.R.. For any more information, I can be reachable at \_\_\_\_\_ [Write your phone number here] . Thank you!

Encl:

Copy of Voter ID

Copy of Aadhaar card

**(Note:** You should make three or more copies of the F.I.R. (1 copy for police station record, 1 for duplicate document application and 1 for your own record). It should be duly signed by the Police Officer In-charge with his name and designation and Police Station Address Stamp.)