

INSTRUCTIONS FOR FORM 12(A)

1. Record the date of the purchase
2. Record the time of the purchase
3. Record the name of the Seller
4. Record the street address of the Seller
5. Describe the photo ID provided and attach a digital image of the ID provided (you may scan the ID into a PDF file or take a digital image with a digital camera).
6. List a description and quantity of the items sold using accepted trade words and phrases such as, but not limited to, serpentine, herringbone, braided herringbone, rope, crosscut, woven link, cobra, basket weave, tricolor, Florentine, twist, beveled, and gem names and any unique identifying marks or engravings. Make sure to take digital images of all items. You may take one digital image of multiple items.)
7. Record a brief statement of where the Seller obtained the items you are purchasing.
8. Record the name of the person (employee/owner) purchasing the items.
9. Record the transaction number. The transactions should be sequentially numbered, in order, such as 1-2012, 2-2012, 3-2012, etc.

When all 9 boxes are complete save the form as follows: [seller last name_date.pdf] for example:
FARRELL_03 12 12.pdf

The completed and saved form should be emailed to michael.orrego@co.sullivan.ny.us. Make sure to additionally attach to the email: 1) the digital image of the photo ID; and 2) the digital image(s) of the items purchased. Each submission should be emailed separately and should contain at least 3 files – the PDF form, the Photo ID and the digital image(s) of the items purchased.

Should you have questions please contact Investigator Michael Orrego at the Sullivan County DA's Office at (845) 794-3344.