



Seizure and Retention of Money Procedure

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PROCEDURE OVERVIEW.

The aim of this document is to ensure the same procedure is undertaken in all circumstances, with the exception of Lost or Found property, and Money seized pursuant to Section 1 to 3 of the Anti-Terrorism, Crime and Security Act 2001. All money coming into the possession of the Wiltshire Police will be treated as an exhibit seized as part of a formal Police investigation.

This procedure details:

- the manner in which money will be seized and counted

- the manner in which the seizing or detention of any money will be recorded
- when it will be retained in its original form
- when it will be treated as unused material
- when it will be placed in an appropriate bank account
- the safeguards surrounding the handling of money
- the manner in which money will be returned, confiscated or forfeited
- the manner in which money will be seized under civil proceedings
- the manner in which contaminated money will be treated

MONITORING and REVIEW.

This procedure will be monitored through the,

- Quality of items booked into Special Property (and subsequent rejections)
- Legal compliance relating to the handling storage, retention and disposal of Money seized,
- Maintaining of integrity and correct management of Special Property throughout its lifecycle

This procedure will be next reviewed in August 2026 by the Financial and Asset Investigation Team (FAIT) Manager.

PROCEDURE.

1. DEFINITION OF MONEY.

This section describes the way that money comes into Police possession and how it will be classified.

1.1. Category 1 - Money Treated as Found Property.

Money is treated as found property when it is handed into the Police via Police Officers or Members of the Public and there is no apparent owner or connection with any police investigation.

Money that is treated as found property will:

- be retained at the Police Station concerned
- be recorded as Found Property within the Found Property Register
- be returned to owner / finder (after relevant period of time)
- **not** be placed in any bank account

Police officers and police staff have no claim to any property found on or off duty. Unclaimed funds found by a police officer or staff will be disposed under Police Property Act.

1.2. Category 2 - Money Taken from Sudden Deaths (Non Criminal).

Money in this category is defined as:

- money found on a person, vehicle or premises of an individual that is:
- the subject of a sudden or unexpected death, and
- where the matter is **not** being treated as a major crime

Money seized in this category will be:

- collected and recorded in accordance with the 'Seizure and Retention Procedure' section
- initially stored in an appropriate safe or secure cabinet in accordance with the '[Storage](#)' section
- will be dealt with under the instructions of the relevant Coroners Officer in accordance with the '[Retention and Banking](#)' section

1.3. Category 3 - Money Taken from Sudden Deaths (Criminal).

Money in this category is defined as:

- Money found on a person, vehicle or premises of an individual that is the subject of a suspicious death and
- Is being treated as a major crime

Money seized in this category will be:

- collected and recorded.
- initially stored in appropriate safe. (See [Storage](#))
- dealt with under the instructions of the relevant Coroners Officer ONLY on the authority of the Senior Investigating Officer. (See [Retention and Banking](#)).

1.4. Category 4 - Money Seized Subject to the Recovery of Cash in Summary Proceedings.

Money in this category is dealt with under Section 294 of the Proceeds of Crime Act 2002 and is defined as money that is reasonably suspected of being:

- Recoverable property, or
- Intended by a person for use in unlawful conduct

Money seized in this category will be:

- collected and recorded. (See [Seizing and Recording Procedure](#))
- initially stored in appropriate safe. (See [Storage](#))
- collected and banked. (See [Retention and Banking](#))

1.5. Category 5 - Money Seized Subject of a Police Investigation.

The table below describes the various ways money comes into police possession and the way it is defined in respect of a criminal investigation:

Definition	Description
Seized from an offender or scene and treated as an exhibit of evidential value.	• Money seized from an offender and is of such significant evidential value that it must be retained in its original state • The display of the actual money seized will be of significance in any court proceedings
Seized from an offender or scene and treated as an exhibit for forensic examination.	• Money seized from an offender to be forensically examined <u>Example:</u> Fingerprint examination, handwriting examination or drug contamination analysis as part of an investigation.
Seized from an offender or scene and treated as an exhibit of evidential value, or as the proceeds of crime for confiscation purposes, or retained for safe keeping.	Money seized from an offender or scene either: • as evidence into the lifestyle of the individual or the extent of their dealings, or • believed to be the proceeds of a crime under investigation, or • required to be retained for safe keeping pending the identification of a true owner. • Police and Criminal Evidence Act 1984 (PNLD Ref S2) • Proceeds of Crime Act 2002 (PNLD Ref S477)

Money seized under section 19 PACE 1984 must NOT be banked.

2. POLICE POWERS.

2.1. Powers of Seizure.

Specific civil power of cash seizure in excess of £1,000 can be found in [Section 294\(1\) and 294\(2\) Proceeds of Crime Act 2002](#).

The general power to seize money can be found in [Section 19\(2\) and 19\(3\) Police and Criminal Evidence Act 1984](#).

2.2. Powers of Retention.

Specific detention of cash in excess of £1,000 can be found in Section [295](#) and [296](#) Proceeds of Crime Act 2002.

The general power to retain money can be found in [Section 22 Police and Criminal Evidence Act 1984](#).

3. INITIAL SEIZURE and COUNTING.

Any money seized has the potential of being a source of significant forensic evidence in relation to any police investigation. The restricted handling of the money must be considered.

Officers should not count cash unless it is decided at an early stage that the money is not to be forensically examined. There may be circumstances where it is necessary to remove the cash from a container, this should also be completed without counting the money. The container should be preserved in the same manner as the cash.

Counting cash is likely to cause forensic contamination, spoil subsequent tests, and may result in the integrity of the officer being called into question.

It is also advisable to avoid the following:

- taking the cash to a custody suite that is potentially contaminated with drugs, explosives or other substances
- placing property on floors or contaminated surfaces
- using officers who have recently been, or could have been, in contact with drugs, explosives or other substances
- handling the cash any more than necessary
- letting the person found in possession of the cash touch it
- removing the cash from its wrapping, container or bag.

3.1. Photographing, Videoing or Witnessing the Process.

Initial seizure should be photographed, video recorded or witnessed by a supervisor.

When no supervisor is present the process must be witnessed by either:

- A Police officer or Wiltshire Police designated investigator.
- The person from whom the money has been seized.

The process will be recorded in pocket notebooks together with witnessing signatures.

3.2. Large Amounts of Money.

The purpose of this section is to highlight what can be called a large amount of money.

A large amount of money does not necessarily mean the total value of the money concerned but the quantity and ensuing difficulty in handling/counting it.

Example: £5000 in £50 notes is small in volume and quantity of notes (100). £2000 in coins is a large volume amount (2000).

4. COUNTING OF MONEY.

4.1. Counting Procedure – General.

The counting of money must be carried out in a controlled environment to ensure the accurate recording of the money and reduce the risk of forensic interference.

The following procedure will be carried out when money is counted and recorded:

- Clean rubber gloves to be worn
- The counting will be carried out in a cleared room
- Plastic covering to be placed on desk prior to counting
- At least two persons will count the money
- The persons counting will be employees of Wiltshire Police
- The total amount with a breakdown of denominations will be recorded in a pocket notebook
- Both persons counting will endorse the pocket notebook
- A money label will be endorsed
- Consideration MUST be given to the photographic or video recording of this process
- The plastic covering and gloves must be submitted as exhibits if money is to be subjected to further forensic examination
- Consideration MUST be given for further forensic examination of money by way of Mass Spec examination following discussion with CSI or FAIT.

Note: If there is a need for deviation from this procedure the reason must be recorded in a pocket notebook and endorsed by both counters.

4.2. Independent Institution Counting Procedure.

Where money is of large volume either total value or small denominations consideration should be given for it to be counted by an independent institution such as a Building Society or Bank:

- It will be with prior arrangement via the FAIT
- Money will be conveyed in accordance with the Force insurance limits
- On arrival at the building society or bank the seals will be checked
- If the seals are not correct the escorting person will record this
- It will be reported by the escorting person to a supervisory officer as soon as practicable to instigate an investigation
- All details will be recorded by the escorting officer as per [Broken Seals and Bags](#)

5. BAGGING AND SEALING.

5.1. Exhibit Label Details.

As the money is an exhibit an exhibit label shall be prepared in accordance with the standard practice:

- the location where the money was found
- the exact amount of money seized (if counted), or an approximate amount (if not counted)
- the name and signature of the seizing officer
- the name and signatures of the counting officers or counting officer and owner
- in terrorism cases collar numbers will suffice

5.2. Placing Money in Sealed Bag.

When bagging and sealing the cash, it is advisable to ensure that:

- gloves are worn
- photographs are taken
- cash is double bagged and sealed, using clean bags
- the amount of cash found is estimated
- the cash is sealed in the presence of the subject and an entry is agreed in the officer's notebook and countersigned by the subject, if possible
- two officers are present and both sign the exhibit labels
- the cash is lodged in a safe until it can be sent for analysis (e.g. mass spectrometry for drugs, contamination from explosives, or for fingerprints) or paid into the bank

- if cash is found during a search, it is logged as recovered property on the record of search form.

5.3. Broken Seals and Bags.

If a bag is found to be broken or the seal is damaged it will be:

- brought to the attention of a supervisory rank as soon as practicable, who will
- instigate an investigation where necessary

5.4. Procedure for Recounting and Resealing.

The following procedure will be undertaken to reseal damaged and broken seals and bags:

- the money will be re-counted in the presence of at least two police members of staff and re-sealed as directed in the '[Placing Money in Sealed Bag](#)' section above
- the details will be recorded in the police members pocket book and within Niche.

6. EVIDENTIAL PROPERTY.

6.1. Procedure for Placing of Money in the Evidential Property Store.

The following procedure will be undertaken in respect of money placed in the Evidential Property Store.

The bag of money already sealed in accordance with the [Bagging and Sealing](#) section and whether counted or not, will be placed:

- in a clear plastic bag and sealed as soon as practicable
- as an item of Evidential Property into the Evidential Property Store

Money details will be entered into the EPS **separately** to any other item but cross referenced to the:

- officer seizing
- defendant
- Niche Occurrence Number
- identifying exhibit number
- amount (if counted) "Not Counted" (if not)
- location of item

Note: In terrorism cases collar numbers only will be recorded for officer seizing

7. RECORDING OF ACTIONS.

Following the Seizure, Counting and placing of articles within Evidential Property the actions of the Wiltshire Police member must be documented.

7.1. Recording of Actions – Process.

Records of action taken by individuals will be recorded detailing:

- Time and Date of Seizure
- Location of seizure
- Amount (if known)
- Location of storage, including the EPS number
- The reason for storage

7.2. Recording of Actions – Location.

The records of actions carried out by a Wiltshire Police member must be made within:

- A Police Officer's Pocket note book

- The NICHE Investigation log

8. STORAGE.

The table below indicates the method of storage of Evidential Property during and outside office hours:

IF the money is seized in...	THEN money will be...
office hours	• recorded in EPS, and • will be stored as soon as possible within an appropriate secure Evidential Property cabinet or safe held for the storage of valuables within the Evidential Property room or cupboard at each Police Station
out of office hours	• recorded in EPS and, • entered as soon as possible into the secure cabinets or safes at Police Stations under the control of: - Duty Sergeant - Custody Centre Sergeant - Transferred to EPS as soon as possible - Consider contacting the Evidential Property Supervisor to attend if money is large

8.1. Responsibility for Evidential Property Storage.

The responsibility of placing an item within a secure cabinet or safe lies with the seizing officer or exhibit officer in association with the Evidential Property Clerk.

8.2. Removal from Storage.

If money is removed from Evidential Property the following will be applied:

- Any removal for examination and return will be by way of EPS continuity movement
- The breaking and resealing of bags will be in accordance with the 'Bagging and Sealing' section
- The breaking and resealing of bags will be recorded in pocket note books, EPS records and NICHE Records

9. RETENTION AND BANKING OF MONEY.

This section describes the way money will be treated in different circumstances. In general terms all money seized will be banked unless one of the following conditions apply.

9.1. All Seized Money Treated as an Exhibit.

All money initially seized will be treated as an exhibit and will be retained in its original form and entered into Evidential Property.

Following initial seizure, consideration will be given as to how the money will be retained in accordance with the section relating to [Money seized subject to a police investigation](#).

Note: Once the need for retention in EPS has ceased it must be banked.

9.2. Money taken from Sudden Deaths (Non Criminal).

Money taken from sudden deaths, which are not being treated as a major crime, will be retained within EPS and:

- returned to approved next of kin, or

- dealt with under the instructions of the relevant Coroners Officer

9.3. Money taken from Sudden Deaths (Criminal).

Money taken from a suspicious death treated as a major crime will be retained within EPS as an exhibit.

Senior Investigating Officer will consider:

- evidential value
- unused material
- disclosure

If not relevant it will be:

- returned to approved next of kin, or
- dealt with under the instructions of the relevant Coroners Officers

9.4. Money Seized Subject to the Recovery of Cash in Summary Proceedings.

Following authority of further detention of seized cash issued by a Magistrate Court, and providing there are no criminal proceedings, the money will be counted (see [Initial Seizure and Counting](#)) and banked by the FAIT staff, subject to forensic and evidential considerations.

9.5. Money Seized Subject to a Police Investigation.

Where money is seized that is subject of a police investigation it will be retained within EPS. As soon as practicable the officer in charge of the case will notify the FAIT by report via FAIT e-mail Inbox as to whether the seized money:

- can be removed and banked
- will be retained in its original form, or
- will be retained following forensic examination as unused material

Note: This information **must** be provided **within 7 days**. In the case of cash totalling **£1,000+** the information **must** be provided **immediately**.

9.6. Decision to Retain.

Any requirement to retain any money must be entered within the NICHE record detailing:

- Why it is being retained
- Who has made the decision for retention
- When the decision to retain is to be reviewed

10. FINANCIAL and ASSET INVESTIGATION TEAM.

10.1. General Role of Financial and Asset investigation Team (FAIT).

The FAIT is responsible for the investigation and application of confiscation proceedings in relation to criminal investigations. Money seized as part of a police investigation must be taken into consideration during the confiscation proceedings.

The department is also responsible for the investigation and application of civil proceedings in accordance with [Recovery of Cash in Summary Proceedings](#).

10.2. FAIT Responsibility.

The FAIT is responsible for advising regarding:

- the removal of money from EPS and endorsing of EPS records
- the banking of the money
- the recording of the removal and banking of money with the Finance Dept, Police HQ.

11. RETURN OR DISPOSAL OF SEIZED MONEY.

11.1. Who Money will be returned to.

Money will only be returned to the:

- person from who the money was seized or any other person named by that person
- legal representative of above
- approved Bank Account (Confiscation/Forfeiture/Police Property Act)

11.2. Return Following Police Investigation (Suspect).

At the conclusion of any police investigation monies will be returned to the person from who it was seized:

- where there is no further action to be taken
- following court proceedings where there is no confiscation/forfeiture proceedings

11.2.1. Investigating Officers Responsibility

The investigating officer must, as soon as practicable notify the Force Finance Office or where appropriate the FAIT via the FAIT e-mail inbox:

- in writing of the outcome of the police investigation detailing action in respect of the money held
- provide details of:
 - name, address and EPS number in relation to the seized money
 - name in which a cheque should be made out, or banking details in the case of a transfer
 - name and address of the person to whom any money should be returned (If different)
 - if there is more than one interested party, the ratio of any split

11.3. Return to Legal Representative of Owner (Suspect)

The money can be returned to the legal representative acting on the behalf of the Owner (Suspect) as per the process for suspect (See above).

11.3.1. Investigating Officers Responsibility

The investigating officer must, as soon as practicable notify the Force Finance Office or where appropriate the FAIT via the FAIT e-mail inbox:

- in writing of the outcome of the police investigation detailing action with regards to the money held
- provide details of:
 - name, address and EPS number in relation to the seized money
 - name and address of legal representative
 - name in which a cheque should be made out, or banking details in the case of a transfer

11.4. Remittance to Specified Bank Account (Confiscation or Forfeiture)

Money will be disposed of by the Wiltshire Police where at the conclusion of any Court proceedings:

- there are Court Orders issued or instructions given as to the disposal of any seized money, and
- there is an onus on the Wiltshire Police to satisfy the instruction

11.4.1. Investigating Officers Responsibility.

The investigating officer must, as soon as practicable notify the Force Finance Office or where appropriate the FAIT via the FAIT e-mail inbox:

- in writing of the outcome of the criminal investigation detailing action with regards to the money held
- provide details of:
 - name
 - address
 - EPS number in relation to the seized money
 - specific details regarding the disposal of money

11.5. Accrued Interest.

Any interest accrued on the initial money deposited will be treated as being part of the money.

Example: Money to be paid into specified account will be money plus interest.

11.6. Police Seized Cash Account.

Where money has been forfeited under [Section 27 Misuse of Drugs Act 1971](#) at Magistrates or Crown Court it will be transferred to the Police Seized Cash Account to form part of the Drug Forfeiture Fund for approved use in the 'Fight against drugs'.

Where money has been forfeited under [Section 143 of the Powers of Criminal Courts \(Sentencing\) Act 2000](#) it will be transferred to the Police Seized Cash Account to form part of Wiltshire Polices finances.

11.7. Contaminated Money.

Money that has been subjected to contamination during forensic examination is covered with harmful chemicals preventing the return of the money to any individuals

All contaminated money will be returned to the Bank of England for destruction and a bank transfer will be undertaken transferring the value of the contaminated notes to the Police Seized Cash Account.

11.8. Contaminated Money – Process.

Any money which has been subjected to forensic examination, i.e. fingerprinting, and is therefore contaminated, must be sent to the Bank of England.

The submission to the bank can only be undertaken by authorised officers.

- Contact FAIT, EPS or Finance to establish who is an authorised officer
- Money to be removed from EPS in accordance with the EPS movement procedure.
- Bank of England Form BEMN to be raised. Confer with the authorising officer in the completion of the form
- This form to be downloaded from Bank of England Leeds website (15/04/2012). Follow Key Resources

Bank of England Mutilated Notes Claim form (Form ref: BEMN)
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The Bank of England submission form BEMN is to be completed and MUST include:

- Applicant details to be that of the authorising officer

- Address to be the officers police station
- Damage details will be "Ninhydrin Examination"
- Name of account holder **Wiltshire Police**, by arranged Direct Debit. (Bank of England have the account no.)
- Applicants signature will be the authorising officer
- Contaminated money and BEMN to be sent to the Bank of England by insured special delivery (seek Administration or FAIT assistance)
- Address Bank of England, Dept MN, King Street, Leeds, LS1 1HT.
- E mail to '**Finance Returns**' advising of Form BEMN, amount and date sent to Bank of England.
- Direct Debit payments are made to Wiltshire Police – anticipated return within 2 working weeks.
- On receipt of notification from Bank of England of Direct Debit payment case officer is to contact FAIT, regarding the arrangements for the received funds to be redirected to specific accounts or returned to a third party.

11.9. Dispatch.

Depending on amount seized it is best practice to contact Bank of England to identify required form of dispatch to their offices.

Liaison with local administration officers may be required prior to dispatch.

For additional security where large quantities of Currency is involved it may be necessary to forward the Currency in separate packages and on different dates.

In all cases Recorded dispatched by below methods is required:

- Registered Post
- Recorded Delivery

12. REMOVAL OF MONEY FROM APPROVED ACCOUNT.

12.1. Money Held in Corporate Account.

All money banked by the Wiltshire Police will be held in a Corporate Account with HSBC.

12.2. Removal of Money.

The following applies to any money removed from the corporate account:

The preferred method of removing money from the HSBC account will be by way of an account transfer.

In extenuating circumstances, the Force will issue a cheque, personalised to an individual, firm of solicitors or recognised account (HM Court Service).

12.3. Procedure for Drawing Money from Corporate Account.

The following procedure must be followed when withdrawing monies from the corporate account.

A written application must be submitted to the Finance Department, Police HQ endorsed by The Head of FAIT or any member of staff W10 or Inspector rank detailing:

- The circumstances of the initial seizure
- Full name of subject
- Niche or SPR number
- The reason for disposal (Police Power)
- The bank account information for the receiving account

- Details to whom the cheque should be made payable (in extenuating circumstances only)
- Details of any specific instructions

Addendum 1.

Scottish Bank Notes.

Scottish Mutilated/Damaged Bank Notes.

All raised and printed Scottish Bank Notes are dealt with separately by each Scottish Banking Institution. The Bank of England will not accept these notes.

1. Clydesdale Bank.

Clydesdale Bank PLC.

Cash Services, 2nd Floor, 51 West George St. Glasgow. G1 2HL

Email cash.services.glasgow@eu.nabgroup.com

Procedure.

- Telephone or email above to discuss
- Clydesdale Bank will e mail Form and instructions for dispatch
- On receipt of Currency examination will take place
- Full Police contact details required.
- Following Examination cheque will be sent to applicant.
- Cheque Payable to Wiltshire Police, Finance Dept, Police Headquarters, London Road, Devizes, Wiltshire SN10 2DN.

2. Bank of Scotland.

Bank of Scotland, Cash Desk, 35 South Gyle, Crescent, Edinburgh EH12 9HP

E mail [edinburghcashcentre](mailto:$edinburghcashcentre)

- Telephone or email above to discuss
- Bank of Scotland will Fax or post Mutilated Declaration Form and instructions for dispatch
- On receipt of Currency examination will take place
- Full Police contact details required.
- Following Examination cheque will be sent to applicant.
- Cheque Payable to Wiltshire Police, Finance Dept, Police Headquarters, London Road, Devizes, Wiltshire SN10 2DN.

3. Royal Bank of Scotland Bank.

Royal Bank of Scotland,

Cash Services

Drummond House, 1, Redheughs Avenue, South Gyle, Edinburgh. EH12 9JN

Procedure.

- Telephone to discuss
- Royal Bank of Scotland will e mail Form and instructions for dispatch
- On receipt of Currency examination will take place
- Full Police contact details required.
- Following Examination cheque will be sent to applicant.

- Cheque Payable to Wiltshire Police, Finance Dept, Police Headquarters, London Road, Devizes, Wiltshire SN10 2DN.
- Note1: All Scottish Bank submission forms plus explanatory notes and correspondence will be retained on case file and if appropriate forwarded to FAIT.
- Note2: A number of local and affiliated Banks may accept Scottish Bank Notes with completed relevant documents. These are few in number but advice can be given to members of the public who are making enquires and who can identify a local Bank.

Local Procedures

- Money to be removed from EPS in accordance with the EPS movement procedure.
- All notes (where practicable) to be serialised (calculated as per denomination) on the appropriate Scottish Financial Institution Form by the returning or submitting officer.
- The following to be included:
 - **Applicant details** to be that of the officer submitting.
 - **Address** to be the officers police station
 - **Damage details** will be identified and where SOCO or CSI examination has taken place marked "Ninhydrin Examination"
 - **Name of alternative account holder** will be and cheque made payable to.
 - Wiltshire Police, Finance Dept, Police Headquarters, London Road, Devizes, Wiltshire SN10 2DN
 - **Applicants signature** will be the officer submitting
 - **Completed Submission forms** and money will be examined by a supervising officer
- E mail to Finance Returns, Finance Dept HQ advising of submission, amount and date sent to Financial Institution.
- All returned cheques are forwarded to Wiltshire Police - anticipated within 4 working weeks.

Addendum 2.

COUNTERFEIT CURRENCY.

Guidelines For The Submission Of Counterfeit Currency To The United Kingdom National Central Office (UKNCO) AT NCA.

All suspected counterfeit currency brought to the attention of the Police or other law enforcement agency must not be destroyed locally. The currency (sterling or foreign) **must be submitted** to the National Central Office (UKNCO) at NCA within **seven days** of seizure, where possible.

If the amount seized is a large quantity of counterfeit currency in the region of £5,000 face value or more the Operational Support Unit at the UKNCO should be notified **as soon as possible** or in **any case within 48 hours**.

The counterfeit currency will be retained by (UKNCO) either as an exhibit (to be presented in any subsequent Court case) or as an item used to develop any intelligence surrounding the currency's presence, creation or circulation.

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The below information provides clear instructions regarding the process to be adopted by everyone within Wiltshire Police. Further information and relevant documentation can be found in First point Forms and Templates entitled "Counterfeit Currency"

1. All suspected counterfeit currency (known as live utterings) must be submitted the National Central Office (UKNCO) together with a completed NCO form (available on SharePoint). The counterfeit currency should be exhibited and packaged in exhibit bags. All counterfeit currency tendered or passed, or found in possession of a person or identified in 'commercial retail' premises must be submitted to the UKNCO. Any counterfeit currency received without an NCO form will be returned to the submitting force.
2. All recovered counterfeit currency coming into the possession of police or other law enforcement agencies should normally be submitted to the UKNCO as soon as possible or in any case within seven days. This period can be exceeded if it is necessary for the effective investigation. If requested the UKNCO will return the notes to the officer whilst the investigation is ongoing i.e. for fingerprint or DNA treatment, CCTV review and circulation(s) of wanted person(s). Counterfeit currency submitted to the UKNCO will be analysed, retained for one year and then disposed of.
3. Recoveries of large quantities of counterfeit currency in the region of £5,000 face value or more should be notified as soon as possible or in any case within 48 hours to the Operational Support Unit at the UKNCO.
4. NCO forms should be submitted to **UKNCO, PO Box 58320, London, NW1W 9HD**. In the event of a submitting force wishing to employ a courier service a delivery address can be supplied if requested.
5. The National Central Office will accept counterfeit currency deposited by hand, these submissions should be made by prior appointment with the office.
6. The relevant forms submitted to UKNCO will consist of three copies of the NCO. One for retention at UKNCO; one for onward submission to the relevant bank; and one to be returned to Force after processing at UKNCO. The Counterfeit Currency will be bagged and tagged appropriately and an information letter sent to accompany the articles being sent. The receipt copy will be returned with a unique reference number in the 'NCA Use Only' box. This reference number indicates that the NCO form has been processed and that the currency is counterfeit. Should the counterfeit be required at a later date, this number should be quoted.
7. The **NCO 1A** part is to be used for the submission of all counterfeit currency. This form will be marked to show whether a statement is required and related forensic examination for fingerprints or DNA.
8. The **NCO 1B** part is to be used in addition to the NCO 1A where a statement for court is required or where there has been a judicial disposal of the case i.e. caution. **The form should also be competed to show details of any suspected persons**
9. The **NCO 1C** part is to be used only as a continuation sheet in addition to the NCO 1A. Ensure that if submitting more than one form relating to the case, that they are securely fastened together and attached to the exhibit bag.
10. Complete as much of the form as possible including:
 - Force, station and PNC code
 - Incident date, address and postcode
 - Full suspect details: name, occupation, date of birth, age, place of birth race code, PNC ID code, address (partial details should be included re suspects) & description.
 - Method (which only needs to be a few lines in length) including details of any motor vehicle involved. If there is insufficient space a separate sheet can be attached. To include '*Return to officer ongoing investigation*' if required for further enquiries

- Full details of the counterfeit currency being submitted to include all serial numbers
 - Exhibit reference number(s)
 - Officer details (including collar number, contact number(s) and e-mail address if available)
11. Suspected counterfeit notes should not be marked counterfeit before being submitted to the UKNCO.
 12. The notes submitted should be **fully described** including details of all the serial numbers and quantity of each on forms 1A and 1C if necessary. Do not submit an NCO form with only the denomination and quantity or 'face value' of the currency indicated.
 13. Any currency found to be genuine will be returned to the submitting officer.
 14. Fingerprint examination is not carried out at the UKNCO but by submitting agencies own fingerprint services or forensic science laboratory. It is preferable that the notes are submitted to the UKNCO prior to fingerprint treatment so that they can be confirmed as counterfeit. Notes that require fingerprint examination should be in exhibit bags and the requirement for fingerprinting marked at point 6 on form 1A and they will be handled accordingly. The UKNCO are able if necessary to arrange statements for counterfeit notes after they have been subject to treatment to locate latent fingerprints. If a statement and fingerprint examination is required, submit the currency to NCA first. If they have been treated to develop latent fingerprints this should be clearly marked and also indicated on the form by ticking the 'already tested' box.
 15. If a statement is required this should be marked on form 1A. If fingerprint or DNA testing is required or has been already taken place this should also be marked on form 1A. The Court date or bail to return date should be completed on form 1A. Every effort will be made to provide the necessary statement by that time
 16. The UKNCO require the suspect(s) details are on form 1B and the exhibit(s) or production(s) correctly detailed on form 1A when requesting a statement.
 17. If a statement is required for court purposes, it will take approximately 2 weeks from receipt at the UKNCO to provide a statement for Bank of England notes, Euro notes and US Dollar notes. It will take approximately 8 weeks to provide a statement for the other sterling notes: Scottish and Northern Irish notes.
 18. The necessary witness statement (MG11) and submitted exhibits will be returned directly to the officer detailed on form 1A
 19. For suspected counterfeit coins the UKNCO at NCA does not provide statements; these are obtained by means of submitting them to an appropriate forensic laboratory, The Forensic Science Service (FSS), London Government Chemists (LGC). A copy of the submission form (MGFSS) should however be sent to the UKNCO. Once the case is complete the coins should be sent to the UKNCO with completed NCO forms 1A & 1B for disposal. Bulk coin exhibits require special arrangements in consultation the UKNCO
 20. All counterfeit currency is a potential court exhibit and should be dealt with accordingly. The exhibit should be clearly labelled with its own reference number and it should be correctly packaged in a 'self seal' evidence bag. Where more than one counterfeit is seized at a time, they may be treated as one exhibit if this appropriate to the investigation of the case. Where counterfeit currency is seized with other material it should be clearly identified as a separate item or items. Only the counterfeit currency should be submitted to the UKNCO
 21. If possible where more than one type of counterfeit currency is recovered it should be separated according to the following list:

- Bank of England sterling notes
 - Other sterling notes i.e. Scottish and Irish issuing Banks
 - European Central Bank Euro notes
 - US Dollars
 - Other currency not detailed above
22. By separating the counterfeits on this basis the UKNCO will be able to expedite any statement requests that are made.
23. In the event that forces submit counterfeit currency to the UKNCO via a central point of contact (SPOC) it is essential that appropriate steps are taken to ensure the continuity of the exhibit. This is of particular importance since it is possible that the same denomination and serial number may be present in more than one seizure.
24. On the completion of a case (including any criminal appeal procedure) or investigation, all counterfeit currency should be returned to the UKNCO for disposal. The original UKNCO reference should be quoted when returning counterfeit currency.
- a. The result of the case or investigation should be shown.
 - b. The counterfeit currency will be retained at the UKNCO for one year.
25. Enquiries relating to the completion of NCO form(s), the submission of counterfeit currency or the progress of submitted case should be directed to the following number: **0207 238 8007** (General Office)
26. In order to expedite any enquiries either your NCO reference number or suspect details should be quoted.
27. The Operational Support Unit for advice regarding large seizures can be contacted on **0207 238 8003**.
28. **No press statements by Police Forces or other law enforcement agencies regarding counterfeit currency should be made without consultation with the UKNCO at NCA.**
29. Security features and guidance on genuine banknotes can be found at the following websites:
- Bank of England – <https://www.bankofengland.co.uk/banknotes/current-banknotes>
- Bank of Scotland - Clydesdale Bank - Royal Bank of Scotland - <https://www.scotbanks.org.uk/counterfeit-notes.html>
- Euro – <https://www.ecb.europa.eu/euro/banknotes/current/security/html/index.en.html#feel>
- US Dollar – <https://www.moneyfactory.com/>

RELATED DOCUMENTS and Authorised Professional Practice.

[Investigation](#) > [Investigation Strategies](#) > [Financial Investigation](#) > Cash Seizure.
[Seizure, Storage, Retention and Disposal of Special Property](#)
[Seizure and Retention of Cryptocurrency Procedure](#)
[Sudden Death Procedure](#)

DATA PROTECTION AND FREEDOM OF INFORMATION.

Any information relating to an identified or identifiable living individual recorded as a consequence of this procedure will be processed in accordance with the Data Protection Act 2018, General Data Protection Regulations and the [Data Protection Policy](#).

This document has been assessed as suitable for public release.

HUMAN RIGHTS AND EQUALITY IMPACT.

This procedure has been drafted to comply with the principles of the Human Rights Act 1998 and Equality Act 2010. Members of Wiltshire Police administering this procedure are responsible for ensuring that in its application, those to whom the procedure applies, shall not receive less favourable treatment because of their age, colour, disability, ethnic or national origin, gender re-assignment, marital status, nationality, race, religion, sex or sexual orientation.

This policy has been subject to an equality impact assessment and has been graded Low Impact.

^ **Revision History**

Version	Date	Summary of changes
5.0	07.08.2024	Addition to Para 1.1 (highlighted) Amendment of "Special Property" to "Evidential Property" Update of contact information and general review of parlance and practise Change of Procedure Owner
5.0	04.09.2024	Procedure adapted onto new SharePoint procedure template.