

SAMPLE TEMPLATE — STATE VARIATION MAY APPLY

Written Complaint to the Station House Officer

Date: [DD MONTH YYYY]

To,
The Station House Officer
[POLICE STATION NAME]
[ADDRESS]
[CITY, STATE]

Subject: Written complaint requesting registration of First Information Report

Sir / Madam,

1. Complainant. I, [COMPLAINANT NAME], son/daughter of [PARENT NAME], aged [AGE] years, resident of [FULL ADDRESS], submit this written complaint with a request that an FIR be registered on the facts set out below.

2. Date, time and place of incident. The incident occurred on [DATE] at approximately [TIME] at [PLACE — full address or location].

3. Persons involved. [NAME(S) OF ACCUSED IF KNOWN; or describe — “an unidentified person, approximately [AGE], wearing [DESCRIPTION], speaking [LANGUAGE]”.]

4. Facts of the incident. [STATE FACTS CHRONOLOGICALLY AND FACTUALLY — what happened, in what sequence, who did what. Avoid opinions and conclusions; state observed facts.]

5. Witnesses. The following persons witnessed the incident or parts of it:

(i) [WITNESS 1 NAME, ADDRESS, MOBILE]

(ii) [WITNESS 2 NAME, ADDRESS, MOBILE]

6. Loss / injury. [DESCRIBE PROPERTY LOST / DAMAGED, INJURIES SUSTAINED, OR HARM CAUSED — e.g. cash Rs. [AMOUNT], one mobile phone make/model [DETAILS], physical injuries documented in MLC dated [DATE] at [HOSPITAL].]

7. Documents enclosed.

(i) Copy of identity proof (Aadhaar / PAN);

(ii) Copy of medico-legal certificate, if any;

(iii) Photographs / CCTV footage / screenshots, if any;

(iv) [ANY OTHER SUPPORTING DOCUMENTS].

8. Prayer. In view of the above, I request that an FIR be registered under the appropriate provisions of the Bharatiya Nyaya Sanhita, 2023 [erstwhile Indian Penal Code, 1860] and that investigation be initiated. I shall fully co-operate with the investigation.

Note

If the SHO refuses to register the FIR, this complaint may be sent to the Superintendent of Police under Section 173(4) of the Bharatiya Nagarik Suraksha Sanhita, 2023 [Section 154(3) CrPC]. If the SP also

fails to register the FIR, an application under Section 175(3) BNSS [Section 156(3) CrPC] may be made to the jurisdictional Magistrate.

Yours faithfully,

[COMPLAINANT SIGNATURE]

[COMPLAINANT NAME]

Mobile: [PHONE]

E-mail: [EMAIL IF ANY]

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