INTRODUCTION

This section of SAAM outlines the procedures to follow to replace a lost or forged paper warrant.

POLICY & PROCEDURES

1. If a warrant is lost:

1.1. And is to be replaced:

1.1.1. The agency responsible for originating the warrant should send the payee a Form GAO-6, Warrant Replacement Request Certification, with instructions to the payee to complete and return the form.

1.1.1.1. To be valid, a request must be:

1.1.1.1.1. On the correct form.

1.1.1.1.2. Completed with accurate information.

1.1.1.1.3. Signed and notarized, as required.

1.1.2. To replace a warrant that has not been cashed.

1.1.3. The agency should attach a scanned image of the completed Form GAO-6 to the cancellation document in AFIS. (The agency can, after the Form GAO-6 has been scanned, shred or file the form’s original hard copy.)

1.1.3.1. If the request is determined to be valid and the agency has requested that the warrant be rescheduled for production, a replacement warrant will be produced and sent to the payee.

1.1.3.2. If the request is determined not to be valid, the request will be rejected by the GAO.

1.2. And is not to be replaced:

1.2.1. The agency should create a cancellation document in AFIS.
1.2.2. A cancellation document should be entered into AFIS.

1.3. Approval of the cancellation, if the original warrant has not been negotiated, should take effect within two (2) business days.

2. If a warrant is suspected of having been forged or improperly altered:

2.1. The agency responsible for originating the warrant should send the payee three (3) Forms GAO-28, Affidavit of Forgery/Altered Items, with instructions to complete and return all three (3) originally signed and notarized forms to the GAO (the address is contained on the form).

2.2. If the Affidavit is approved, a replacement warrant will be issued and mailed to the payee by the GAO.