FIR Format

**FIRST INFORMATION REPORT (FIR)**  
*(Under Section 154 of the Criminal Procedure Code, 1973)*

**To,**  
The Officer-in-Charge  
[Name of Police Station]  
[Address]  
[City, District, State]

**Subject: Lodging of FIR regarding [brief description — e.g., theft / assault / cheating / cybercrime, etc.]**

Respected Sir/Madam,

I, **[Your Full Name]**,  
S/o or D/o [Parent’s Name],  
Residing at [Full Residential Address],  
Aged about \_\_ years,  
wish to lodge this complaint and request registration of an FIR against the accused person(s) named below:

**1. Name and Details of Accused (if known):**

* Name: [Accused’s Full Name]
* Address: [If known]
* Relation to Complainant: [Stranger / Known / Employer / Neighbour etc.]

**2. Date, Time, and Place of Incident:**

* **Date of occurrence:** [DD/MM/YYYY]
* **Time (approx.):** [e.g., Between 7:00 PM to 8:00 PM]
* **Place of incident:** [Exact or nearest location]

**3. Brief Description of the Offence / Incident:**

[Explain in a clear, simple paragraph. Include what happened, how, who was involved, and what was lost or harmed.]

Example:

On the evening of [date], I was returning from my workplace when I was accosted by two unknown individuals on [Street/Road]. They snatched my phone and wallet forcibly and fled on a motorcycle. I attempted to raise an alarm, but they escaped. I can identify the culprits if seen again.

**4. Details of Loss / Harm / Injury (if any):**

* Mobile phone (Make/Model): [\_\_\_\_\_\_\_\_\_]
* Wallet containing ₹[amount] in cash
* Any physical injuries: [Mention if applicable]

**5. Witnesses (if any):**

* Name: [Witness Name]
* Contact: [If known]
* Address: [If available]

**6. Action Requested:**

I kindly request you to register this complaint as an FIR under relevant sections of the Indian Penal Code and initiate necessary investigation and legal proceedings.

I am ready to co-operate fully and provide further information or identification as required.

Thank you.

**Place:** [City]  
**Date:** [DD/MM/YYYY]

Yours faithfully,  
(Signature)  
**[Your Full Name]**  
Phone: [Your Mobile Number]  
Email: [optional]

**📝 STUDENT NOTES:**

🔸 **What is an FIR?**  
It’s the **first official report** made to the police about the commission of a **cognisable offence** (like theft, assault, cheating, rape, murder, etc.).

🔸 **Under which section of law?**  
**Section 154 of CrPC, 1973.** It mandates police to record the FIR in cases of cognisable offences.

🔸 **Who can file an FIR?**

* The victim
* A witness
* Anyone with knowledge of the offence

🔸 **How is it filed?**

* Go to the nearest police station
* Tell the SHO/officer what happened
* They’ll record it in writing, read it back, and ask you to **sign it**

🔸 **Right to a copy?**  
Yes! The complainant has a right to a **free copy of the FIR**.

🔸 **What if police refuse to file?**  
You can:

1. Approach the **Superintendent of Police (SP)** in writing
2. File a complaint with the **Magistrate** under **Section 156(3) CrPC**

🔸 **Pro Tip for Students:**

* Write facts, not emotions
* Stick to **what, when, where, and who**
* Mention **witnesses** or **evidence** if possible
* Keep a copy of your complaint with you