

Complete Guide to Filing an FIR

First Information Report - Know Your Rights

By NyayaNow - Simple & Trusted Legal Guidance

What is an FIR?

An FIR (First Information Report) is a written document prepared by police when they receive information about a cognizable offense. It is the first step in the criminal justice process and is crucial for initiating legal action against the offender.

When Should You File an FIR?

Crime Type	Examples
Theft/Robbery	Money, jewelry, vehicle, mobile phone stolen
Physical Assault	Someone attacked or injured you
Cyber Crime	Online fraud, hacking, identity theft
Women's Safety	Eve teasing, stalking, domestic violence
Cheating/Fraud	Financial fraud, cheque bounce, scam
Accident	Road accident with injury or death

Your Rights When Filing an FIR

- 1. Right to File FIR:** Police CANNOT refuse to register an FIR for a cognizable offense.
- 2. Free Copy:** You are entitled to a free copy of the FIR immediately after registration.
- 3. Any Police Station:** You can file an FIR at any police station, regardless of jurisdiction.
- 4. No Cost:** Filing an FIR is completely FREE. Police cannot charge any fee.
- 5. Woman's Right:** Women can request a female police officer to record their statement.
- 6. Translator:** If you don't know the local language, police must provide a translator.
- 7. Read Before Signing:** You have the right to read the FIR before signing it.

Step-by-Step Process to File an FIR

Step 1: Go to Police Station

Visit the nearest police station immediately after the incident. Don't delay.

Step 2: Inform the Duty Officer

Tell the officer on duty that you want to file an FIR. Be clear and confident.

Step 3: Provide Details

Give complete information: What happened, when, where, who was involved, witnesses, evidence.

Step 4: Officer Records Information

The police officer will write down your statement in the FIR register.

Step 5: Read Carefully

Read the written FIR carefully. Ensure all details are correct.

Step 6: Sign the FIR

Sign the FIR only after verifying all information is accurate.

Step 7: Get Your Copy

Collect your free copy of the FIR with the FIR number. Keep it safe.

Step 8: Note FIR Number

The FIR number is crucial for tracking your case. Keep it secure.

Essential Information to Include in Your FIR

- 1. Personal Details:** Your name, address, phone number, age
- 2. Incident Details:** Exact date, time, and location of the crime
- 3. Description:** Detailed account of what happened, sequence of events
- 4. Accused Details:** Name, description, or any identifying information about the offender
- 5. Witnesses:** Names and contact details of any witnesses
- 6. Evidence:** Any physical evidence, photos, videos, documents
- 7. Injuries:** Details of any physical injuries sustained
- 8. Loss/Damage:** Description and estimated value of stolen/damaged property

Common Mistakes to Avoid

- **Delaying:** File the FIR as soon as possible after the incident
- **Incomplete Information:** Provide all details you know
- **Not Reading:** Always read the FIR before signing
- **Forgetting Copy:** Insist on getting your free FIR copy
- **Wrong Facts:** Provide only accurate, truthful information
- **Accepting Refusal:** Police cannot refuse to file an FIR for cognizable offenses

What If Police Refuses to File FIR?

Option 1: Send a written complaint via registered post to the Superintendent of Police (SP)

Option 2: Approach the local magistrate under Section 156(3) CrPC

Option 3: File a complaint with the State Human Rights Commission

Option 4: Lodge a complaint on your state's online police portal

Remember: Keep copies of all correspondence and documents

Can You File FIR Online?

Many states now allow online FIR filing for certain offenses like:

- Lost mobile phones
- Lost documents
- Theft of vehicles
- Minor property theft

Check your state police website for online FIR facility. However, for serious crimes, it's better to visit the police station in person.

Important Points to Remember

- ✓ FIR can be filed 24/7 at any police station
- ✓ Zero FIR can be filed at any station regardless of jurisdiction
- ✓ Keep medical records if injured
- ✓ Preserve evidence (don't wash clothes, keep objects)
- ✓ Note down everything immediately after incident
- ✓ FIR copy is your legal proof
- ✓ False FIR is a criminal offense

Need Help Filing an FIR?

Contact NyayaNow for FREE guidance

■ WhatsApp: +91-9632786767

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Available in English & Kannada