

# 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

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

■ Website: [nyayanow.com](http://nyayanow.com)

Available in English & Kannada