



WALKER COUNTY SHERIFF'S OFFICE
2001 2ND Avenue
Jasper, AL 35501
(205) 302-6464

IDENTITY THEFT PACKET INSTRUCTION SHEET

This is an Identity Theft packet that you may fill out. Step by step instructions are as follows:

- 1. Fill out the IDENTITY CRIME INCIDENT FORM.**
- 2. Make a copy of this entire Identity Theft packet and return the original to the Sheriff's Office.**
- 3. Make a copy of the Police Report and keep for your records.**
- 4. Gather documents from the business showing where your identity was used to purchase or obtain a service.**
- 5. Obtain credit reports from Experian (1-888-397-3742), TransUnion (1-800-680-7289), and Equifax (1-800-525-6285). Return copies of the credit report with the Identity Theft packet.**
- 6. Contact your financial institutions (banks, etc.) and make them aware of your situations. Change the passwords of your online accounts.**
- 7. Contact the Social Security Administration hotline if your social security number was used to commit the fraud. 1-800-269-0271.**
- 8. Fill out the Identity Theft Affidavit that is attached to this packet. Make as many copies as you need and send it to the financial institutions and businesses where you have been victimized.**

If you follow the instructions on this page, this should help prevent further acts of fraud against you

If you do not wish to prosecute the suspect who used your identity, you need to still follow the instructions on this page except there is no need to return a copy of this packet to the Sheriff's Office.

This packet consists of the following:

- a. Cover Sheet (1 page)
- b. Identity Theft Affidavit (5 pages)
- c. Annual Credit Report Request Form (1 page)
- d. Identity Crime Incident Detail Form (11 pages)
- e. Contact Sheet for the three credit reporting agencies (1 page)

**Most of the information requested in this form was copied from the United States Secret Service – Identity Crime Resources for Law Enforcement. It was combined into one document for ease of availability.*

IDENTITY THEFT AFFIDAVIT

Victim Information

- (1) My full legal name is _____
(First) (Middle) (Last) (Jr, Sr, III, etc.)
- (2) (If different from above) When the events described in this affidavit took place, I was known as:

(First) (Middle) (Last) (Jr, Sr, III, etc.)
- (3) My date of birth is _____
(month/day/year)
- (4) My Social Security Number is : _____ - _____ - _____
- (5) My driver's license or ID card Number is : _____ State of Issue: _____
- (6) My current address is _____
City: _____ State: _____ Zip code: _____
- (7) I have lived at this address since _____
(month/year)
- (8) (If different from above) When the events described in this affidavit took place, my address was:
Address: _____ City: _____ State: _____ Zip Code: _____
- (9) I lived at the address in Item #8 from _____ until _____
(month/year) (month/year)
- (10) My daytime telephone number is : (_____) _____ - _____
My evening telephone number is : (_____) _____ - _____
My work telephone number is : (_____) _____ - _____
My cell phone number is : (_____) _____ - _____

DO NOT SEND THIS AFFIDAVIT TO THE FTC OR ANY OTHER
GOVERNMENT AGENCY

How the Fraud Occurred

Check all that apply for items 11 to 17:

- (11) I did NOT authorize anyone to use my name or personal information to seek the money, credit, loans, goods or services described in this report.
- (12) I did NOT receive any benefit, money, goods or services as a result of the events described in this report.
- (13) My identification documents (for example: credit cards, birth certificate, driver’s license, social security card, etc) were : stolen lost on or about _____
(month/day/year)
- (14) To the best of my knowledge and belief, the following person(s) used my information (for example: my name, address, date of birth, existing account numbers, social security number, mother’s maiden name, etc.) or the following person(s) used my identification documents to get money, credit, loans, goods or services without my knowledge, consent, or authorization:

Name (if known)

Name (if known)

Address (if known)

Address (if known)

Phone Number(s) (if known)

Phone Number(s) (if known)

Additional Information (if known)

Additional Information (if known)

- (15) I do NOT know who used my information or identification documents to get money, credit, loans, goods or services without my knowledge, consent, or authorization.

- (16) Additional comments: (for example, description of the fraud, which documents or information were used or how the identity thief may have gained access to your information.)

(Attach additional pages as necessary – Label them as ID Theft Affidavit Attachments)

Victim's Law Enforcement Actions

(17) (check one) I am am NOT willing to assist in the prosecution of the person(s) who committed this fraud.

(18) (check one) I am am NOT authorizing the release of this information to law enforcement for the purpose of assisting them in the investigation and prosecution of the person(s) who committed this fraud.

(19) (check all that apply) I have have NOT reported the events described in this affidavit to the police or other law enforcement agency. The police did did NOT write a report. In the event you have contacted the police or other law enforcement agency, please complete the following:

(Agency #1)

(Officer/Agency personnel taking report)

(Date of report)

(Case Number)

(Phone number of the agency)

(email address of Officer/Agency, if known)

(Agency #2)

(Officer/Agency personnel taking report)

(Date of report)

(Case Number)

(Phone number of the agency)

(email address of Officer/Agency, if known)

Documentation Checklist

Please indicate the supporting documentation you are able to provide to the companies you plan to notify. Attach copies (NOT originals) of the police report to the affidavit before sending it to the companies.

(20) A copy is attached of a valid government-issued-photo-identification card (for example: your driver's license, state-issued ID card or your passport). If you are under 16 years old and don't have a photo-ID, you may submit a copy of your birth certificate or a copy of your official school records showing your enrollment in the school and place of residence.

(21) Attached is Proof of residency during the time the disputed bill occurred, the loan was made or the other event took place (for example: a rental/lease agreement in your name, a copy of a water bill or power bill, or a copy of an insurance bill)

DO NOT SEND THIS AFFIDAVIT TO THE FTC OR ANY OTHER GOVERNMENTAL AGENCY

(22) A copy of the report you filed with the police or sheriff's department is attached. If you are unable to obtain a report or report number from the police, please indicate that in Item # 19. Some companies only need the report case number, not an actual copy of the report. You may want to check with each company to verify this.

Signature

I certify that, to the best of my knowledge and belief, all the information on and attached to this affidavit is true, correct, and complete and made in good faith. I also understand that this affidavit or the information it contains may be made available to federal, state, and/or local law enforcement agencies for such action within their jurisdiction as they deem appropriate. I understand that knowingly making any false or fraudulent statement or representation to the government may constitute a violation of 18 United States Code Section 1001 or other federal, state, or local criminal statutes, and may result in imposition of a fine or imprisonment or both.

(signature)

(date signed)

(Notary Public)

(My Commission Expires)

(Date)

[Check with each company. Creditors sometimes require notarization. If they do not, please have one witness (non-relative) sign below that you completed and signed this affidavit.]

Witness:

(printed name)

(signature)

(date)

(telephone number)

Fraudulent Account Statement

Completing this Statement

- Make as many copies of this page as you need. **Complete a separate page for each Company you're notifying and only send it to that company.** Include a copy of your signed affidavit.
- List only the account(s) you're disputing with the company receiving this form. **See the example below.**
- If a collection agency sent you a statement, letter or notice about the fraudulent account, attach a copy of that document (**NOT** the original).

I declare (check all that apply):

As a result of the event(s) described in the ID Theft Affidavit, the following account(s) was/were opened at your company in my name without my knowledge, permission or authorization using my personal information or identifying documents:

Creditor Name/Address (the company that opened the account or provided the goods or services)	Account Number	Type of unauthorized credit/goods/services provided by creditor (if known)	Date issued or opened (if known)	Amount/Value provided (the amount charged or the cost of the Goods/services)
<i>(example)</i> Example National Bank 22 Main Street Columbus, Ohio 22722	<i>(example)</i> 01234567-89	<i>(example)</i> Auto loan	<i>(example)</i> 01/05/2002	<i>(example)</i> \$25,000.00

During the time of the accounts described above, I had the following account open with your company.

Billing name: _____

Billing address: _____

Account number: _____

DO NOT SEND THIS AFFIDAVIT TO THE FTC OR ANY OTHER GOVERNMENTAL AGENCY



Annual Credit Report Request Form

You have the right to get a free copy of your credit file disclosure, commonly called a credit report, once every 12 months, from each of the nationwide consumer credit reporting companies - Equifax, Experian and TransUnion.

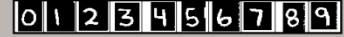
For instant access to your free credit report, visit www.annualcreditreport.com.

For more information on obtaining your free credit report, visit www.annualcreditreport.com or call 877-322-8228.

Use this form if you prefer to write to request your credit report from any, or all, of the nationwide consumer credit reporting companies. The following information is required to process your request. Omission of any information may delay your request.

Once complete, fold (do not staple or tape), place into a #10 envelope, affix required postage and mail to: Annual Credit Report Request Service P.O. Box 105281 Atlanta, GA 30348-5281.

Please use a Black or Blue Pen and write your responses in PRINTED CAPITAL LETTERS without touching the sides of the boxes like the examples listed below:



Social Security Number:

Grid for Social Security Number: [][][] - [][] - [][][][][]

Date of Birth:

Grid for Date of Birth: [][] / [][] / [][][][]

Month Day Year

Fold Here

Fold Here

Grid for First Name and M.I.

First Name

M.I.

Grid for Last Name

Last Name

JR, SR, III, etc.

Current Mailing Address:

Grid for Current Mailing Address (House Number and Street Name)

House Number

Street Name

Grid for Apartment Number / Private Mailbox

Apartment Number / Private Mailbox

Grid for Puerto Rico Urbanization Name

For Puerto Rico Only: Print Urbanization Name

Grid for City, State, and Zip Code

City

State

ZipCode

Previous Mailing Address (complete only if at current mailing address for less than two years):

Grid for Previous Mailing Address (House Number and Street Name)

House Number

Street Name

Fold Here

Fold Here

Grid for Previous Mailing Address (Apartment Number / Private Mailbox)

Apartment Number / Private Mailbox

Grid for Previous Mailing Address (Puerto Rico Urbanization Name)

For Puerto Rico Only: Print Urbanization Name

Grid for Previous Mailing Address (City, State, and Zip Code)

City

State

ZipCode

Shade Circle Like This → ●

Not Like This → ⊗ ⊙

I want a credit report from (shade each that you would like to receive):

- Equifax
- Experian
- TransUnion

Shade here if, for security reasons, you want your credit report to include no more than the last four digits of your Social Security Number.



If additional information is needed to process your request, the consumer credit reporting company will contact you by mail.

Your request will be processed within 15 days of receipt and then mailed to you.

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IDENTITY CRIME INCIDENT DETAIL FORM (page 1 of 11)

Please fill out this form and return it to the Police Dept/Sheriff's Dept as soon as possible, or bring it to the meeting with the detective/investigator assigned to your case. The information you provide will be used to understand what occurred, organize the investigative case file, determine where evidence might be found, develop a theory of how the identity crime occurred, and determine what financial institutions should be contacted in the course of the investigation.

Date this form was filled out: _____

First Name: _____

Middle Name: _____

Last Name: _____

Social Security Number: _____

Driver's License Number: _____

Date of Birth: _____

Home Address: _____

Home Telephone Number: _____

Cell Phone Number: _____

E-mail Address: _____

Employer: _____

Work Address: _____ **Work Phone:** _____

1. What is the best time to reach you at home? _____

2. How did you become aware of the identity crime?

found fraudulent charges on my credit card bill
Which one? _____

found fraudulent charges on my cellular phone bill
Which one? _____

received bills for an account(s) I did not open
Which one? _____

found irregularities on my credit report

was contacted by a creditor demanding payment
Which one? _____

- was contacted by a bank's fraud department regarding charges
Which one? _____
- was denied a loan
- was denied credit
- was arrested, had a warrant issued, or a complaint filed in my name for a crime I did not commit
Which one? _____
- was sued for debt that I did NOT incur
Which one? _____
- was not receiving bills regularly for a legitimate account (bills missing)
Which one? _____
- was denied employment
- had my driver's licenses suspended for actions I did not commit
- received a legal filing I did not file, such as bankruptcy
- other (Please explain) _____

3. What date did you first become aware of the identity crime? _____

4. When did the fraudulent activity begin? _____

5. What is the full name, address, birth date, and other identifying information that the fraudulent activity was made under? _____

6. Please list all fraudulent activity that you are aware of to date, with the locations and addresses of where fraudulent applications or purchases were made (retailers, banks, etc.). List in chronological order, if possible. *(EXAMPLE)*, "On 9/18/2002, I received a letter from MM Collections, stating that I had accumulated \$5,000 worth of charges on American Express Account 123456789. On 9/18/2002, I called American Express and spoke with Jennifer Martin. She informed me that the account was opened on 5/12/2002 by telephone. I did not open this account, even though it was in my name. The account address was 123 Main St. Anytown, NE. Ms Martin said she would send me an Affidavit of Forgery to complete and return to her." You may attach a separate piece of paper if you need the space. Please be concise and state the facts.

7. What documents and identifying information were stolen and/or compromised?

credit card(s) - List bank(s) issuing the credit cards: _____

ATM card - List bank issuing ATM card: _____

checks and/or checking account number - (List bank issuing check): _____

savings account passbook or number (List bank holding savings account): _____

brokerage or stock accounts - (List banks and/or brokers): _____

passport (List country issuing passport): _____

driver's license or license number (List the state & number): _____

state identity card or identity number (List state issuing card): _____

social security card number

birth certificate (List state and municipality issuing birth certificate): _____

resident alien card, green card, or other immigration documents

bank account passwords or "secret words", such as mother's maiden name

other (describe): _____

Unknown

8. To the best of your knowledge at this point, what identity crimes have been committed?

making purchase(s) using my credit cards or credit card numbers without authorization

opening new credit card accounts in my name

opening utility and/or telephone accounts in my name

unauthorized withdrawals from my bank accounts

opening new bank accounts in my name

taking out unauthorized loans in my name

unauthorized access to my securities or investment accounts

obtaining government benefits in my name

obtaining employment in my name

obtaining medical services or insurance in my name

evading prosecution for crimes committed by using my name or committing new crimes under my name

check fraud

passport/visa fraud

other _____

9. To assist law enforcement in pinpointing when and by whom your information was compromised, it is of value to retrace your actions in recent months with regard to your personal information. This information is not solicited to "blame the victim" for the crime, but to further the investigation toward who might have stolen your personal or financial identifiers. What circumstances and activities have occurred in the last six months (include activities done by you and on your behalf by a member of your family or a friend)?

carried Social Security Card in my wallet

carried my bank account passwords, PINs, or codes in my wallet

gave out my Social Security Number (To whom?) _____

my mail was stolen (When approx.?) _____

I went away and my mail was held at the post office or collected by someone else

I traveled to another location outside my home area (business or pleasure)

(Where did you go and when ?) _____

___ mail was diverted from my home (either by forwarding order or in a way unknown to you

___ I did not receive a bill as usual (i.e. credit card bill failed to come in the mail)

(Which one ?) _____

___ a new credit card I was supposed to receive did not arrive in the mail as expected

(Which one ?) _____

___ bills I was paying were left in an unlocked mailbox for pickup by the postal service

___ service people were in my home (From what company? When?) _____

___ documentation with my personal information was thrown in the trash without

being shredded

___ credit card bills, pre-approved credit card offers, or credit card "convenience" checks in

my name were thrown out without being shredded

___ my garbage was stolen or gone through

___ my ATM receipts and/or credit card receipts were thrown away without being shredded

___ my password or PIN was given to someone else

___ my home was burglarized

___ my car was stolen or burglarized

___ my purse or wallet was stolen

___ my checkbook was stolen

___ my personal information was provided to a service business or non-profit (i.e., I gave

blood, donated money, took out insurance, or saw a financial planner)

Please list: _____

___ my credit report was queried by someone claiming to be a legitimate business interest

(Who?) _____

___ I applied for credit and/or authorized a business to obtain my credit report (i.e., shopped for a

new car, applied for a credit card, or refinanced a home)

Please list: _____

___ my personal information is available on the Internet, such as in an "open directory,"

"whitepages," genealogy web site, or college reunion web site

A legitimate purchase was made where my credit card was out of my sight

My personal information was given to a telemarketer or a telephone solicitor

Please list: _____

My personal information was given to a door-to-door salesperson or charity fundraiser

Please list: _____

A charitable donation was made using my personal information

Please list: _____

My personal information was given to enter a contest or claim a prize I had won

Please list: _____

A new bank account or new credit card account was legitimately opened in my name

I re-financed my house or property (Please list: _____)

A legitimate loan was applied for or closed in my name

A legitimate lease was applied for or signed in my name

Legitimate utility accounts were applied for or opened in my name

A license or permit was applied for legitimately in my name

Government benefits were applied for legitimately in my name

My name and personal information were mentioned in the press, such as in the newspaper, magazine, or on a website

Online purchases were made using my credit card (Through what company? _____)

Personal information was included in an email

I released personal information to a friend or family member

For any items checked above, please, in as much detail possible, explain the circumstances of the situation:

10. How many purchases over the Internet (retailer or auction sites, i.e. ebay, etc.) have you made in the last six months? _____

11. What Internet sites have you bought from? (List All) _____

12. In the last six months, whom has your Social Security Number been given to? (List All) _____

13. Do your checks have your Social Security Number or Driver's License Number imprinted on them?
 Yes No **If yes, please list the retailer names where checks have been tendered**

14. Have you written your Social Security Number or Driver's License Number on any checks in the last six months, or has a retailer written those numbers on a check?
 Yes No **If yes, please list the retailer names where checks have been tendered**

15. Do you own a business or businesses that may be affected by this identity crime?
 Yes No **If yes, please list the retailer names where checks have been tendered**

16. Do you have any information on a suspect in this identity crime case? _____
How do you believe the theft occurred? _____

IDENTITY CRIME INCIDENT DETAIL FORM (page 8 of 11)

17. Please list all the **banks** that you have accounts with. Place an asterisk (*) by accounts that have fraudulent charges on them.

Bank *Type of account and account number (checking, savings, pension, etc.)* *Fraudulent charges?*

18. Please list all the **credit card companies** and banks that you have credit cards with. Place an asterisk (*) next to accounts that have fraudulent charges on them.

19. Please list all the **utility companies (i.e. Power, Water, etc.)** you have accounts with. Place an asterisk (*) next to accounts that have fraudulent charges on them.

IDENTITY CRIME INCIDENT DETAIL FORM (page 9 of 11)

20. Please list all the **financial institutions** you have loans, leases, and mortgages from. Place an asterisk (*) next to accounts that have fraudulent charges on them.

Financial Institution *Type of account and account# (loan, lease, mortgage, etc)* *Fraudulent charges?*

21. Please list any **merchants** who you have credit accounts with such as department stores, or retailers. Place an asterisk (*) next to accounts that have fraudulent charges on them.

22. Please list any **other financial institutions** where **fraudulent** accounts were opened in your name or using your personal identifiers.

IDENTITY CRIME INCIDENT DETAIL FORM (page 10 of 11)

23. Please list any **documents** fraudulently obtained in your name (driver's license, social security cards, etc.)

24. Have you contacted the following organizations and requested a Fraud Alert be put on your accounts? (Check all that you have contacted about a Fraud Alert)

_____ Equifax On what date? _____

_____ TransUnion On what date? _____

_____ Experian On what date? _____

_____ Your Bank(s) Name of Bank(s): _____

_____ Department of Motor Vehicles

_____ Social Security Administration

_____ Other: (Please list) _____

25. Have you requested a credit report from **each** of the three credit bureaus? (Check all that you have requested a credit report from)

_____ Equifax (if you have the credit report in your possession, please attach a copy to this form)

_____ TransUnion (if you have the credit report in your possession, please attach a copy to this form)

_____ Experian (if you have the credit report in your possession, please attach a copy to this form)

26. Have you contacted any **financial institution**, concerning either legitimate or fraudulently opened accounts?
If yes, please list:

<i>Name of financial institution</i>	<i>Phone number</i>	<i>Person you spoke with</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*** Please bring with you to the meeting with a detective/investigator : all account statements, letters, correspondence, phone records, credit reports, and other documents regarding this case.

Also please make a copy of this completed form for your records.

Remember to keep a detailed log of all your correspondence and contacts since realizing you were the victim of identity crime.

Identity Theft – Resources

www.annualcreditreport.com (free credit reports)

Addresses for Disputes of Credit Reports

Experian

NCAC
P.O. Box 9556
Allen, TX 75013

Equifax Information Services

P.O. Box 740256
Atlanta, GA 30374

TransUnion

Customer Disclosure Center
TransUnion Consumer Relations
P.O. Box 2000
Chester, PA 19022-2000

When mailing your request, be sure and send all of the information required of the credit bureaus.

Contact Numbers for Credit Reporting Agencies

Experian

Office in Texas: 1-888-397-3742
Business: 1-888-211-0728

Equifax Information Services

Business Line (with option for personal): 1-888-202-4025
Office in Georgia: 1-800-685-1111
Dispute Fax #: 1-888-826-0573
Business: 1-802-304-0364
General: 1-800-797-6801

TransUnion

Office in Pennsylvania: 1-800-888-4213
1-888-259-6845 (6am-12 pacific time)
1-800-916-8800 (consumer relations)