

**INSTRUCTIONS:** The following are three (3) common examples for victims of Identity Theft. Please read through each to determine which one applies to your situation, complete the Glendale ID Theft Victims Packet and submit all necessary documentation to Financial Crimes Squad at 6835 N. 57<sup>th</sup> Drive Glendale, AZ 85301.  
Please ensure all affidavits are notarized.

**“I was advised a check cleared my account that I did not authorize.”**

This scenario applies to the following:

- Lost/stolen checkbook for checking, savings, money market, etc.
- Compromised checking, savings, money market, etc.

**Please collect and submit copies of the following:**

- Location where check(s) were lost/stolen
- All letters received from financial institutions
- All financial institution paperwork obtained i.e. fraud/forgery affidavit, unauthorized charges, etc.
- All account information including financial statement, full account number(s) etc.
- Location, date & time of where check was presented
- If it was used online, please provide online merchant information if available.

**“Someone used my credit card/debit card(s) without my permission.”**

This scenario applies to the following:

- Lost/stolen credit/debit card(s)
- Compromised credit/debit card(s)

**Please collect and submit copies of the following:**

- All financial institution paperwork obtained i.e. documents, letters, fraud/forgery affidavit, unauthorized charges, etc.
- All account information including financial statement, full account number(s) and/or credit card number, etc.
- Location, date and time of where credit/debit card was used
- If it was used online, please provide online merchant information available.

**“Someone used my social security number without my permission to obtain employment and/or services.” (i.e., utilities, credit cards)**

This scenario applies to the following:

- I received notice from DES or the IRS that I worked for a company that I have never worked for.
- I received a collection agency letter or other form of notification for services I do not have or did not apply for.

**Please collect and submit copies of the following:**

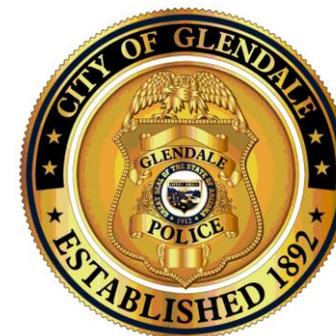
- Employment letter and earning statement from DES or IRS
- Company information where you currently work
- Company information where your social security number is being used
- Letter from social security administration stating you are the holder of your social security number and full SS number
- Any written notification with account numbers
- Location, date and time of where service was granted/used

**“Someone filed taxes using my SSN or claimed a dependent using my child’s SSN”**

- These reports are for informational purposes only.
- The I.R.S. must investigate this claims
- Contact your local I.R.S. at (623) 643-0399 or visit [www.irs.gov](http://www.irs.gov)

# IDENTITY THEFT

## Victim Information



**GLENDALE POLICE DEPARTMENT**  
**Financial Crimes**  
 6835 N 57<sup>th</sup> Dr  
 Glendale, AZ 85301

Glendale Police Report Number

Date

Reporting Officer (s)

## Recommended steps to take if you become a victim of identity theft...

### **Step 1: Contact your bank and other credit card issuers**

If the identity theft involved an existing account (checking, savings, credit or debit card, investment account, mortgage, etc.) you should do the following:

- Contact by phone and in writing all companies or institutions where suspected ID Theft has occurred.
- Ask each company or institution what they require to report fraudulent activity. Complete an affidavit of forgery for any affected bank account.

If the identity theft involved the creation of new bank accounts, do the following:

- Call the financial institution and notify them of the theft.
- Contact Tele-check – 1-800-710-9898
- Contact Certegy, Inc – 1800-437-5120
- Contact International Check Services – 1800-631-9656
- Follow-up with them in writing.

### **Step 2: Complete the Glendale ID theft victim's packet found at:**

<http://www.glendaleaz.com/police/documents/IdentityTheftVictim.pdf> and attach the necessary documentation (see other side of this brochure for details)

### **Step 3: File a report with the Federal Trade Commission:**

- File an identity theft complaint online with the FTC at [www.FTC.gov](http://www.FTC.gov) and click on the ID Theft icon or call 1-877-IDTHEFT.
- If the ID Theft was committed over the internet, you can file a complaint with the Internet Crime Complaint Center online at [www.ic3.gov](http://www.ic3.gov).

### **Step 4: Submit the ACIC/NCIC Identity Theft Consent Document. (This step is not required and is completely voluntary. See waiver for further information.)**

- Read and sign the Identity Theft Consent Document.
- Fill out the ID Theft Detailed Information Form with the information you wish to provide.
- Choose a password that only you will know in the event you will need to provide it to law enforcement.
- Submit the document and detailed information form with the ID Theft Packet to the Glendale Police Department's Financial Crimes Squad.

### **Step 5: Contact all three (3) major credit bureaus** Request credit bureaus to place a "Fraud Alert" on your file and request copies of all three reports.

#### **Equifax**

P.O. Box 740250, Atlanta, Georgia 30374-0241  
[www.equifax.com](http://www.equifax.com)

To order a report 1-800-685-1111  
To report fraud 1-800-525-6285

#### **Experian**

P.O. Box 1017, Allen, Texas 75013-0949  
To order a report or report fraud 1-888-397-3742

#### **Trans Union**

P.O. Box 6790 Fullerton, CA 92634  
To order a report 1-800-916-8800  
To report fraud 1-800-680-7289

#### **Additional Useful Information:**

- Set up a folder to keep a detailed history of this crime
- Keep a log of all of your contacts and make copies of all documents
- Contact the Social Security Administration's Fraud Hotline at 1-800-269-0271
- If your driver's license is taken ask for a new license with a new number and fill out a fraud complaint.
- Obtain any information and description of the suspect that may be available.
- Obtain any witness information that may be available.
- Contact the Maricopa County Attorney's office if you have insufficient funds due to check fraud  
[http://www.maricopacountyattorney.org/Community\\_Programs/check\\_enforcement/](http://www.maricopacountyattorney.org/Community_Programs/check_enforcement/)
- For additional information on ID Theft visit <http://www.glendaleaz.com/police/IdentityTheftInformation.cfm>