

Identity Theft Victim's Packet

INFORMATION AND INSTRUCTIONS

This packet is to be completed once you have contacted the Helotes Police Department and obtained a report number related to your identity theft case. To obtain a police report number call 210-695-3087. Please keep track of your report number as creditors, financial institutions, and credit reporting agencies will ask for it.

My Helotes Police Department Report is: _____

This packet contains information to assist you in the fraudulent use of your information and to help ensure that you are not responsible for debts incurred as a result of the theft. In addition, this packet includes information that will allow you to obtain financial records related to the fraudulent accounts and provide those records to law enforcement, without which we cannot conduct an investigate for prosecution. We recognize that some victims are only interested in the correction of their credit and do not necessarily wish for prosecution. Therefore, we request that you only submit this packet to the Helotes Police Department if you desire prosecution. It is important to understand that in the event a suspect is identified and arrested and the case proceeds to court, you as the victim would mostly likely be required to appear and testify.

Completion of dispute letters that provide us with necessary documentation is required before we can begin investigating your case for prosecution. In identity theft cases it is difficult to identify the suspect(s) as they often use inaccurate information such as addresses and phone numbers. Often, the cell phones used in those offenses are non-traceable prepaid phones or opened with fraudulent information. Unfortunately, this makes it difficult to recover evidence and to prove who actually used the victim's name and/or personal information. **PLEASE NOTE: Even if the suspect cannot be identified for prosecution, it will not affect your ability to correct the fraudulent accounts and remove them from your credit.** Furthermore, when you report your identity crime to the Helotes Police Department, all of the relevant information from your case is entered into our database which will allow us to cross-reference your report with potential suspects who are involved in or arrested on other cases.

IMPORTANT

If you suspect someone is using your personal information for employment and there is no evidence of other identity fraud, please see the section for contacting the Social Security Administration under Additional Useful Information. Do not contact the employer directly as they may warn the suspect employee. It may not be necessary to complete this packet.

If your name and/or information is used by someone else to avoid a traffic ticket or criminal prosecution, please contact the agency investigating the original crime. It may not be necessary to complete this packet.

HELPFUL HINTS

- Remember that each creditor has different policies and procedures for correcting fraudulent accounts.
- Do not provide originals and be sure to keep copies of everything you provide to the creditors or companies involved in the identity theft.
- Write down all dates, times and the names of individuals you speak to regarding the identity theft and correction of your credit.

STEP 1 – Contact Your Bank and Other Credit Card Issuers

If the theft involved existing bank accounts (checking or savings accounts as well as credit or debit card) you should do the following:

- Close the account that was used fraudulently or put stop payments on all outstanding checks that might have been written without your knowledge.
- Close all credit card accounts that were used fraudulently.
- Close any account accessible by debit card if it has been accessed fraudulently.
- Open up new accounts protected with a secret password or personal identification number (PIN).

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

- Call the involved financial institution and notify them of the identity theft.
- They will likely require additional notification in writing. (see step 4)

STEP 2 – Contact All Three (3) Major Credit Reporting Bureaus

First request the credit bureaus place a “Fraud Alert” on your file. A fraud alert will put a notice on your credit report that you have been the victim of identity theft. Merchants and financial institutions may opt to contact you directly before any new credit is taken out in your name. Some states allow for a Security Freeze in which a PIN can be designated on your credit file. Subsequently, the PIN must be given in order for credit to be extended. Ask the credit reporting bureaus if your state is participating in the Security Freeze Program.

The website, www.scamsafe.com, provides useful information related to identity theft and indicates which states participate in the Security Freeze program. Another website, www.annualcreditreport.com, provides one free credit report, per credit bureau agency, per year, with subsequent credit reports available at a nominal fee.

The following is a list of the three (3) major credit reporting bureaus for victims to report fraud:

Equifax	TransUnion	Experian
Consumer Fraud Division	Fraud Victim Assistance Dept	National Consumer Assist
800-525-6285	800-680-7289	888-397-3742
PO Box 740256	PO Box 6790	PO Box 9530
Atlanta, GA 30374	Fullerton, CA 92834	Allen, TX 75013

STEP 3 – File a Report with the Federal Trade Commission

You can go on-line at <http://www.ftc.gov/bcp/edu/microsites/idtheft/> to file an identity theft complaint with the FTC or call 1-877-IDTHEFT (1-877-438-4338).

STEP 4 – Contact Creditors Involved in the Identity theft by Phone and in Writing

This step involves contacting all the companies or institutions that provided credit or opened new accounts for the suspect or suspects. Some examples include banks, mortgage companies, utility companies, telephone companies, cell phone companies, etc. Provide the creditors with the completed Identity Theft Affidavit (some may require that you use their own affidavit), Letter of Dispute, and a copy of the Fair and Accurate Credit Transactions Act (FACTA Law).

FTC Identity Theft Affidavit

A copy of the FTC Identity Theft Affidavit can be found at the end of this packet. This is the same affidavit the FTC makes available to victims of identity theft. The affidavit requests information regarding you as the victim, how the fraud occurred, law enforcement’s actions, documentation checklist and Fraudulent Account Statement. NOTE. Some creditors, financial institutions, or collection agencies have their own affidavit that you may have to complete.

Letters of Dispute

Sample copies of the Letters of Dispute can also be found at the end of this packet. This letter needs to be completed for every creditor involved in the identity theft. The letter of dispute should contain information related to the fraudulent account(s), your dispute of the account(s), and your request for the information to be corrected. In addition, the letter should reference FACTA and make a request for copies of any and all records related to the fraudulent accounts be provided to you and made available to the Helotes Police Department.

FACTA Law stands for "Fair and Accurate Credit Transactions Act"

A portion of the FACTA Law can also be found at the end of this packet. As previously discussed in this packet, FACTA allows for you to obtain copies of any and all records related to the fraudulent accounts. You are then permitted to provide law enforcement with copies of the records you received related to the fraudulent accounts; thereby allowing us to bypass the sometimes-difficult process of obtaining subpoenas for the very same information. It also allows you to request the information be made available to the Helotes Police Department. We have found it useful to provide a copy of the FACTA Law with the submission of the Identity Theft Affidavit and Letter of Dispute to the individual creditors.

STEP 5 – Submit the Identity Theft Affidavit and Copies of All Information and Records Obtained from the Creditors with Regard to the Fraudulent Accounts to:

Helotes Police Department

Attn: Criminal Investigation Division

12951 State Highway 16

Helotes, Tx 78023

OR

Email to

Helotes Police Department

Sgt. Robert Higgins #400

rhiggins@helotes-tx.gov

Please remember some victims are only interested in the correction of their credit and do not want to prosecute. Therefore, we request you only submit this packet to the Helotes Police Department if you desire prosecution and would be willing and available to appear to testify should a suspect be identified and arrested. To avoid confusion and to ensure that all items are forwarded to the assigned detective, we request you submit everything at once and if possible do not send items separately. Be sure to reference your police report number on all items submitted. The information can be hand delivered or emailed.

IF THIS PACKET IS NOT COMPLETED AND RETURNED WITHIN 15 BUSINESS DAYS TO THE HELOTES POLICE DEPARTMENT, THE CASE CAN NOT BE FORWARDED FOR PROSECUTION.

OTHER ENTITIES YOU MAY WANT TO REPORT YOUR IDENTITY THEFT TO:

POST OFFICE – If you suspect that your mail has been stolen or diverted with a false change-of-address request, contact your local postal inspector. You can obtain the address and telephone number of the postal inspector for your area by calling 1-800-275-8777 or visiting the United States Postal Service website at <http://www.usps.com/ncsc/locators/findis.html>.

SOCIAL SECURITY ADMINISTRATION – If you suspect someone is using your social security number to obtain employment, contact the Social Security Administration's fraud hotline at 1-800-269-0271. Order a copy of your Personal Earnings and Benefit Estimate Statement (PEBES) to check the accuracy of your work history on file with the Social Security Administration. You can obtain a PEBES application at your local Social Security office or at <http://www.ssa.gov/online/ssa-7004.pdf>.

STATE DEPARTMENT – If your passport has been stolen notify the passport office in writing. You can obtain additional information from the State Department's website at <http://travel.state.gov/reportppt.html>. If you are contacted by a collection agency about a debt for which you are not responsible, immediately notify them that you did not create the debt and that you are a victim of identity theft. Follow up with the collection agency and creditor in writing and include a copy of your police report, ID Theft Affidavit, Letter of Dispute and a copy of the FACTA Law.

FAIR AND ACCURATE CREDIT TRANSACTIONS ACT OF 2003

Public Law 108-159 December 4, 2003

SEC. 151. SUMMARY OF RIGHTS OF IDENTITY THEFT VICTIMS

(a) IN GENERAL

SUMMARY- Section 609 of the Fair Credit Reporting Act (15 U.S.C. 1681g) is amended by adding at the end the following:

(d) SUMMARY OF RIGHTS OF IDENTITY THEFT VICTIMS

(1) IN GENERAL - The Commission, in consultation with the Federal banking agencies and the National Credit Union Administration, shall prepare a model summary of the rights of consumers under this title with respect to the procedures for remedying the effects of fraud or identity theft involving credit, an electronic fund transfer, or an account or transaction at or with a financial institution or other creditor.

(2) SUMMARY OF RIGHTS AND CONTACT INFORMATION - Beginning 60 days after the date on which the model summary of rights is prescribed in final form by the Commission pursuant to paragraph (1), if any consumer contacts a consumer reporting agency and expresses a belief that the consumer is a victim of fraud or identity theft involving credit, an electronic fund transfer, or an account or transaction at or with a financial institution or other creditor, the consumer reporting agency shall, in addition to any other action that the agency may take, provide the consumer with a summary of rights that contains all of the information required by the Commission under paragraph (1), and information on how to contact the Commission to obtain more detailed information.

(e) INFORMATION AVAILABLE TO VICTIMS

(1) IN GENERAL - For the purpose of documenting fraudulent transactions resulting from identity theft, not later than 30 days after the date of receipt of a request from a victim in accordance with paragraph (3), and subject to verification of the identity of the victim and the claim of identity theft in accordance with paragraph (2), a business entity that has provided credit to, provided for consideration products, goods, or services to, accepted payment from, or otherwise entered into a commercial transaction for consideration with, a person who has allegedly made unauthorized use of the means of identification of the victim, shall provide a copy of application and business transaction records in the control of the business entity, whether maintained by the business entity or by another person on behalf of the business entity, evidencing any transaction alleged to be a result of identity theft to (A) the victim; (B) any Federal, State, or local government law enforcement agency or officer specified by the victim in such a request; or (C) any law enforcement agency investigating the identity theft and authorized by the victim to take receipt of records provided under this subsection.

(2) VERIFICATION OF IDENTITY AND CLAIM - Before a business entity provides any information under paragraph (1), unless the business entity, at its discretion, otherwise has a high degree of confidence that it knows the identity of the victim making a request under paragraph (1), the victim shall provide to the business entity (A) as proof of positive identification of the victim, at the election of the business entity (i) the presentation of a government-issued identification card; (ii) personally identifying information of the same type as was provided to the business entity by the unauthorized person; or (iii) personally identifying information that the business entity typically requests from new applicants or for new transactions, at the time of the victim's request for information, including any documentation described in clauses (i) and (ii); and (B) as proof of a claim of identity theft, at the election of the business entity (i) a copy of a police report evidencing the claim of the victim of identity theft; and (ii) a properly completed (I) copy of a standardized affidavit of identity theft developed and made available

by the Commission; or (II) an affidavit of fact that is acceptable to the business entity for that purpose.

(3) PROCEDURES - The request of a victim under paragraph (1) shall (A) be in writing; (B) be mailed to an address specified by the business entity, if any; and (C) if asked by the business entity, include relevant information about any transaction alleged to be a result of identity theft to facilitate compliance with this section including (i) if known by the victim (or if readily obtainable by the victim), the date of the application or transaction; and (ii) if known by the victim (or if readily obtainable by the victim), any other identifying information such as an account or transaction number.

(4) NO CHARGE TO VICTIM- Information required to be provided under paragraph (1) shall be so provided without charge.

(5) AUTHORITY TO DECLINE TO PROVIDE INFORMATION- A business entity may decline to provide information under paragraph (1) if, in the exercise of good faith, the business entity determines that (A) this subsection does not require disclosure of the information; (B) after reviewing the information provided pursuant to paragraph (2), the business entity does not have a high degree of confidence in knowing the true identity of the individual requesting the information; (C) the request for the information is based on a misrepresentation of fact by the individual requesting the information relevant to the request for information; or (D) the information requested is Internet navigational data or similar information about a person's visit to a website or online service.

SAMPLE DISPUTE LETTER

Date
Your Name
Your Address
City, State, Zip Code

Complaint Department
Name of Company
Address City, State, Zip Code

Dear Sir or Madam:

I am writing to dispute the following information in my file. I have circled the items I dispute on the attached copy of the report I received.

This item (identify item(s) disputed by name of source, such as creditors or tax court, and identify type of item, such as credit account, judgment, etc.) is (inaccurate or incomplete) because (describe what is inaccurate or incomplete and why). I am requesting that the item be removed (or request another specific change) to correct the information.

Enclosed are copies of (use this sentence if applicable and describe any enclosed documentation, such as a police report, Identity Theft Affidavit, payment records, court documents) supporting my position. Please reinvestigate this (these) matter(s) and (delete or correct) the disputed item(s) as soon as possible.

In addition, pursuant to FACTA, as a victim of identity theft I am requesting that you provide me with copies of any and all applications and business transaction records related to the fraudulent account(s). The copies of the records can be (mailed to me at the address listed below or faxed to the number listed below. In addition, please make these records available to the Helotes Police Department upon their request.

Sincerely,
Your name

Enclosures: (list what you are enclosing)

SAMPLE DISPUTE LETTER FOR EXISTING ACCOUNTS

Date
Your Name
Your Address
Your City, State, Zip Code
Your Account Number

Name of Creditor
Billing Inquiries
Address
City, State, Zip Code

Dear Sir or Madam:

I am writing to dispute a fraudulent (charge or debit) on my account in the amount of \$. I am a victim of identity theft, and I did not make this (charge or debit). I am requesting that the (charge be removed or the debit reinstated), that any finance and other charges related to the fraudulent amount be credited, as well, and that I receive an accurate statement.

Enclosed are copies of (use this sentence to describe any enclosed information, such as a police report or Identity Theft Affidavit) supporting my position. Please investigate this matter and correct the fraudulent (charge or debit) as soon as possible.

In addition, pursuant to FACTA, as a victim of identity theft I am requesting that you provide me with copies of any and all applications and business transaction records related to the fraudulent account(s). The copies of the records can be (mailed to me at the address listed below or faxed to the number listed below). In addition, please make these records available to the Helotes Police Department upon their request.

Sincerely,
Your name

Enclosures: (list what you are enclosing)

ID THEFT AFFIDAVIT

VICTIM INFORMATION

My full legal name is:

_____ (First)

_____ (Middle)

_____ (Last)

When the described events took place, I was known as (if different than above):

_____ (First)

_____ (Middle)

_____ (Last)

My date of birth is: _____ My Social Security number is: _____

My Driver's License Number is: _____ State: _____

My current address is: _____

I have lived at this address since: _____

When the described events took place, my address was (if different than above):

_____ I lived at that address from (Month and Year): _____

Daytime phone # _____ Evening phone # _____

HOW THE FRAUD OCCURRED

Check all that apply:

I did not authorize anyone to use my name or personal information to seek money, credit, loans, goods or services described in this report.

I did not receive any benefit, money, goods or services as a result of the events in this report.

My identification documents (i.e. credit cards, birth certificate, driver's license, social security card, etc.) were:

Stolen

Lost on or about

To the best of my knowledge and belief, the following person(s) used my information or identification documents to get money, credit, loans, goods or services without my knowledge or authorization:

_____	_____	_____
Name (if known)	Address (if known)	Phone (if known)

_____	_____	_____
Name (if known)	Address (if known)	Phone (if known)

_____	_____	_____
Name (if known)	Address (if known)	Phone (if known)

Any additional information you may know about the person(s)

I do not know who used my information or identification documents to get money, loans, credit, goods or services without my knowledge or authorization.

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

(Attach additional pages if necessary)

VICTIM'S LAW ENFORCEMENT ACTIONS

Check only one:

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

Check only one:

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

Check all that apply:

- I have contacted the police or other law enforcement agency.
- The police did write a report.

Agency taking the report: _____

Agency Report Number: _____

Date of Report: _____ Phone Number: _____

DOCUMENTATION CHECKLIST

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

- A copy of a valid government issued photo identification card such as a driver's license, state issued identification card or your passport. If you are under 16 years of age and do not possess photo identification, you may submit a copy of your birth certificate or school records indicating your enrollment and place of residence.
- Proof of residency during the time the disputed bill occurred, the loan was made or the event took place, such as a rent/lease agreement, utility bill, or an insurance bill.
- A copy of the report filed with the police.

AFFIDAVIT

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 false or fraudulent statements or representations to the government may constitute a violation of 18 U.S.C. 1001 or other federal, state or local criminal laws or statutes and may result in prosecution and the imposition of a fine or imprisonment or both.

DATED this the _____ day of _____, 20_____

Signature of Affiant

Subscribed and sworn before me this _____ day of _____, 20_____

NOTARY PUBLIC

(Notary Public)

FRAUDULENT ACCOUNT STATEMENT

Make as many copies of this page as you need. Complete a separate page for each company that you are notifying and only send it to that company. Include a copy of your signed affidavit.

- List only the accounts that you are disputing with the company receiving this form.
- If a collection agency sent you a statement, letter or notice about the account, attach a copy of that document (not the original) with this form.

I declare that as a result of the events described in the ID Theft Affidavit, the following accounts were opened at your company without my knowledge, permission, or authorization using my personal identification or identifying documents.

Creditor Name and Address:

Account Number: _____ Date Opened or Issued: _____

Type of Unauthorized Credit, Goods, or Services Provided by Creditor:

Amount/Value Provided: \$ _____

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

Billing Name: _____

Billing Address: _____

Account Number: _____