

IDENTITY CRIME INCIDENT DETAIL FORM

Please fill out this form and return it to the Police Department as soon as possible, or bring it to the meeting with the detective assigned to your case. The information you provide will be used to understand what occurred, organize the investigative case, 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: _____

Pager Number: _____

E-Mail Address: _____

Employer: _____

Work Address: _____

Work Telephone Number: _____

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 a debt I did not incur
Which one? _____
 - Was not receiving bills regularly for a legitimate account
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 a 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. For example, "On 9/18/02, I received a letter from MM Collections, stating that I had accumulated \$5,000 worth of charges on American Express Account 123456789. On 9/18/02, I called American Express and spoke with Jennifer Martin. She informed me that the account was opened on 5/12/02 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 credit cards:

ATM card. List bank issuing ATM card: _____

Checks and/or checking account number. List bank issuing checks:

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 state issuing card: _____

State identity card or identity number. List state issuing card: _____

Social security card or 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 identify 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 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., a 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,” “white pages,” genealogy website, or college reunion website

- 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 a newspaper, magazine, or on a website
- Online purchases were made using my credit card. Through what company?

-
- Personal information was included in an e-mail
 - I released personal information to a friend or family member

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

10. How many purchases over the Internet (retailer or auction sites) 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? No Yes (If yes, please list 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?
 No Yes (If yes, please list instances and retailer names)

15. Do you own a business(es) that may be affected by the identity crime?
 No Yes (If yes, please list names of business(es))

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

17. Please list all the banks that you have accounts with.

<i>Bank</i>	<i>Type of account & account number (checking, savings, brokerage, pension, etc.)</i>	<i>Fraud charges?</i>
		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no

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

19. Please list all the utility companies you have accounts with. Place a (*) next to accounts that have fraudulent charges on them.

20. Please list all the financial institutions you have loans, leases, and mortgages from.

<i>Financial Institution</i>	<i>Type of account & account number (loan, lease, mortgage, etc.)</i>	<i>Fraud charges?</i>
		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no

21. Please list any merchants who you have credit accounts with such as department stores, or retailers? Place a (*) 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.

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 account? (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 in your possession, please attach to this form)**
- TransUnion **(If you have in your possession, please attach to this form)**
- Experian **(If you have in your possession, please attach to this form)**

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

<i>Financial Institution</i>	<i>Phone Number</i>	<i>Person you spoke with</i>

*****Please bring with you to the meeting with the detective: 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.