



IDENTITY THEFT ADDITIONAL INFORMATION FORM

Submittal Instructions

You may disregard the following instructions if no further police investigation is needed because the filing of the online Identity Theft Report will meet your needs for working with involved financial institutions.

In addition to the online Identity Theft report that you submitted electronically, additional information must be documented and mailed to the Walnut Creek Police Department Financial Crimes Unit in order for follow-up investigation to be considered.

After printing a hard-copy of the online report and these additional forms, fill-in the forms to the best of your ability, sign and mail to the Walnut Creek Police Department Financial Crimes Unit at;

WALNUT CREEK POLICE DEPARTMENT Police Services Supervisor 1666 N Main St Walnut Creek, CA 94596

- Step 1** Complete the Identity Theft Additional Information form.
Sign and Date the form.
- Step 2** Sign and Date the Identity Theft Victim's Request for Fraudulent Transaction/Account Information form. Fill in your personal information and leave the rest of the form blank. This form will be completed and used to authorize the release of account information to the assigned Detective as the investigation requires.
- Step 3** Make copies of bank statements, government documents, collection letters and other items documenting your identity theft.
Clearly mark or identify on the documents all;
- Fraudulent transactions
 - Addresses of fraudulent employment, utility service or shipped goods
 - Other information identifying elements of the identity theft.
- Step 4** Mail all documents from steps #1 through #3 to the Financial Crimes Unit.
Retain the Identity Theft – Quick Reference Guide for your reference.
Discard this Instruction Sheet.

➔ If these forms are not received by the Walnut Creek Police Department Financial Crimes Unit **within 30 days** of the approval date of your online Identity Theft Report submittal, it will be assumed that you do not require/desire consideration of your case for further investigation.

IDENTITY THEFT ADDITIONAL INFORMATION FORM

Section 1 Victim Information

WCPD Report (GO) #: _____ WCPD Online Report (T) #: _____ Report Date: _____

Victim Last Name: _____ Victim First Name: _____

Section 2 Fraud Activity Overview

To the best of your knowledge, what identity crime(s) 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 investment or securities account(s)
- _____ 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
- _____ Check fraud
- _____ Passport or visa fraud
- _____ Other: _____

When did you find out about the ID Theft? Date: _____ How did you find out? _____

When did the Fraud begin? Date: _____ When did the Fraud end? Date: _____

How much money have you actually paid or do you owe because of this Fraud? \$ _____

Where did the ID Theft or Fraud take place?

Transaction site (Bank/Store/Business) Shipped or mailed to address Telephone or Utility service address Employer address etc.

Date	Address (Include any business names)

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Section 3 Suspect Information (If Known)

List full names, Address(es), Birthdate/Age, SSN#, Employer, all Phone #'s

Describe suspect's role in your ID Theft, relationship to you and how you know of their involvement.

Section 4 Other Information

Please list all financial institutions or other businesses you have contacted regarding this ID Theft

Business Name	Reference or Acct. #	Person Contacted	Phone number
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THE UNDERSIGNED AFFIRMS THAT THE ABOVE IS TRUE & ACCURATE, SUBJECT TO THE PENALTY OF PERJURY

In the event a suspect is arrested, are you willing to prosecute? ☐ Yes ☐ No

In the event a criminal complaint is filed, are you willing to testify in court? ☐ Yes ☐ No

Victim or Responsible Party signature: _____

PLEASE MAIL COMPLETED ORIGINAL FORM(S) TO:

WALNUT CREEK POLICE DEPARTMENT
Financial Crimes Unit
1666 N Main St. Walnut Creek, CA 94596

FOR SPECIFIC QUESTIONS ABOUT COMPLETING THIS FORM PLEASE CALL (925) 943-5884

IDENTITY THEFT VICTIM'S REQUEST FOR FRAUDULENT TRANSACTION/ACCOUNT INFORMATION

Made pursuant to section 609(e) of the Fair Credit Reporting Act (15 U.S.C. § 1681g), California Financial Code sections 4002 and 22470, Civil Code section 1748.95 and Penal Code section 530.8

TO: _____ FAX: _____

ACCOUNT NO.: _____ REFERENCE NO.: _____

FROM: _____

I am a victim of identity theft. I am formally disputing a transaction or an account that I have learned has been made, opened or applied for with you. I did not make this transaction or open or apply for this account and have not authorized anyone else to do so for me. You may consider this transaction or account to be fraudulent. Below is my identifying information. I have filed a report of identity theft with my local police department and a copy is attached. Under federal and California laws, creditors and other business entities must provide a copy of application and business transaction records relating to fraudulent transactions or accounts opened or applied for using an identity theft victim's identity.

A copy of the relevant federal and California law is enclosed. The victim is generally permitted to authorize your release of the account information to a specified law enforcement officer. I am designating the investigator listed below as additional recipients of all account information and documents. I authorize the release of all account documents and information to the law enforcement officer designated. I am requesting that you provide copies of the following records related to the disputed transaction or account:

- Application records or screen prints of Internet/phone applications
- Statements
- Payment/charge slips
- Investigator's Summary
- Delivery addresses
- Any other documents associated with the account
- All records of phone numbers used to activate the account or used to access the account

Name: _____ Social Security Number: _____

Address: _____

Phone: _____ Fax: _____

Employer: _____ Phone: _____

Designated Police Department: _____ Report No.: _____

Designated Investigator: _____

Signed: _____ Date: _____



Identity Theft

A Quick Reference Guide

PC 530.5: Unauthorized Use of Personal Identifying Information

Every person who willfully obtains personal identifying information of another person without the authorization of that person, and uses that information for any unlawful purpose, including to obtain, or attempt to obtain, credit, goods, services, or medical information in the name of the other person without the consent of that person is guilty of a public offense.

What is Identity Theft? Identity theft involves acquiring key pieces of someone's identifying information, such as name, address, date of birth, social security number and mother's maiden name, in order to impersonate them. This information enables the identity thief to commit numerous forms of fraud which include, but are not limited to, taking over the victim's financial accounts, opening new bank accounts, purchasing automobiles, applying for loans, credit cards and social security benefits, renting apartments and establishing services with utility and phone companies.

What to do if you become a victim

- Set up a folder to keep a detailed history of this crime
- Keep a log of all your contacts and make copies of all documents
- Contact all creditors by phone and in writing to inform them of the problem

File a report with the Federal Trade Commission (FTC)

- <http://www.ftc.gov/> The FTC is the federal clearinghouse for complaints by victims of identity theft. The FTC helps victims by providing information to help resolve financial and other problems that could result from identity theft. File online, or call 1-877-IDTHEFT (438-4338); TTY: 1-866-653- 4261; or write: Identity Theft Clearinghouse, Federal Trade Commission, 600 Pennsylvania Avenue, NW, Washington, DC 20580

Notify the US Postal Inspector if your mail has been stolen or tampered with

- <http://www.usps.com/postalinspectors/> or 1-877-876-2455
- Call each of the three credit bureaus' fraud units to report identity theft. Ask to have a "Fraud Alert/Victim Impact" statement placed in your credit file asking that creditors call you before opening any new accounts
- Request that a copy of your credit report be sent to you

Sample "Courtesy Notice Letter"

(Date)

Dear (Creditor Name/Collection Agency Name):

On (Date), I received your letter demanding payment of (\$\$ amount). I did not open this account and incur this unpaid balance. Someone other than me wrongfully used my personal information to obtain a line of credit/service. Your company extended a line of credit/services to someone other than myself. Your company is a victim and should file a police report in the appropriate jurisdiction.

You are hereby notified that on (Date) I filed an identity theft report with the Walnut Creek Police Department. The case number is (_____-_____) a copy of which can be obtained by contacting the Walnut Creek Police Department Records Section at (925) 943-5890.

Closing,

(Your name and address)

Contacting Credit Bureaus

Equifax: 1-800-525-6285; www.equifax.com; P.O. Box 740241, Atlanta, GA 30374-0241

Experian: 1-888-EXPERIAN (397-3742); www.experian.com; P.O. Box 9532, Allen, TX 75013

TransUnion: 1-800-680-7289; www.transunion.com; Fraud Victim Assistance Division, P.O. Box 6790, Fullerton, CA 92834-6790

- Alert your banks to flag your accounts and contact you to confirm any unusual activity. Request a change of PIN and a new password.
- If you have any checks stolen or bank accounts set up fraudulently, report it to the following companies:
National Check Fraud Service (843) 571-2143 CrossCheck (707) 586-0551
SCAN (800) 262-7771 International Check Services (800) 526-5380
TeleCheck (800) 710-9898 or 927-0188
- Contact the Social Security Administration's Fraud Hotline at 1-800-269-0271
- Contact the state office of the Department of Motor Vehicles to see if another license was issued in your name. If so, request a new license number and fill out the DMV's complaint form to begin the fraud investigation process.
- Obtain description of suspect (if known) and any witness information
- What is the financial loss to you? Attach all supporting documentation

Preventative Actions

- Promptly remove mail from your mailbox after delivery
- Deposit outgoing mail in post office collection mailboxes or at your local post office. Do not leave in unsecured mail receptacles.
- Never give personal information over the telephone, such as your social security number, date of birth, mother's maiden name, credit card number, or bank PIN code, unless you initiated the phone call. Protect this information and release it only when absolutely necessary
- Shred pre-approved credit applications, credit card receipts, bills and other financial information you don't want before discarding them in the trash or recycling bin
- Empty your wallet of extra credit cards and ID, or better yet, cancel the ones you do not use and maintain a list of the ones you do.
- Order your credit report from the three credit bureaus one a year to check for fraudulent activity or other discrepancies.
- Never leave receipts at bank machines, bank counters, trash receptacles, or unattended gasoline pumps. Keep track of all your paperwork. When you no longer need it, destroy it
- Memorize your social security number and all of your passwords. Do not record them on any cards or on anything in your wallet or purse
- Sign all new credit cards upon receipt
- Save credit card receipts and match them against your monthly bills
- Be conscious of normal receipt of routine financial statements. Contact the sender if they are not received in the mail

- Notify your credit card companies and financial institutions in advance of any change of address or phone number
Never loan your credit cards to anyone else
- Never put your credit card or any other financial account number on a postcard or the outside of an envelope
- If you applied for a new credit card and it hasn't arrived in a timely manner, call the bank or credit card company involved
- Report all lost or stolen credit cards immediately
- Closely monitor expiration dates on your credit cards. Contact the credit card issuer if replacement cards are not received prior to the expiration dates
- Beware of mail or telephone solicitations disguised as promotions offering instant prizes or awards designed solely to obtain your personal information or credit card numbers

Internet and On-Line Services

- Use caution when disclosing checking account numbers, credit card numbers or other personal financial data at any Web site or on-line service location unless you receive a secured authentication key from your provider
- When you subscribe to an on-line service, you may be asked to give credit card information. When you enter any interactive service site, beware of con artists who may ask you to "confirm" your enrollment service by disclosing passwords or the credit card account number used to subscribe. Don't give them out!

Information Source Websites

Federal Trade Commission <http://www.ftc.gov/>

Calif. Dept. of Consumer Affairs <http://www.dca.ca.gov/>

Privacy Rights Clearing House <http://www.privacyrights.org/>

U.S. Government Accounting Office <http://www.gao.gov/>

U.S. Postal Inspection Service www.usps.gov/postalinspectors

International Association of Financial Crimes Investigators <http://www.iafci.org/> (go to links section)

Your Walnut Creek Police Department Report Number is _____.

Make note of this case number in your detailed history folder and refer to it when you have contact with any business or law enforcement agency concerning this report. Depending upon the location (jurisdiction) of where the crime occurred (goods or services obtained or delivered) an investigator may or may not be assigned to this case.

If the crime occurred in our jurisdiction and there are workable leads such as witnesses and suspect information, an investigator will be assigned to the case. If the crime occurred in a location outside the jurisdiction of the Walnut Creek Police Department, the report will be forwarded to the appropriate agency for further investigation.

Walnut Creek Police Department Financial Crimes Unit

www.walnutcreekpd.com

1666 N Main St. Walnut Creek, CA 94596

(925) 943-5844