

# **GREEN OAK CHARTER TOWNSHIP POLICE DEPARTMENT**

## ***IDENTITY THEFT VICTIM INFORMATION FORM***

*Please complete this form and return it to the police agency as soon as possible, or bring it to the meeting with the officer 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. Identity theft cases require the assistance of all victims involved, as accurate personal account information is only known by the victim, it is impossible for investigators to determine the legitimacy of accounts without their assistance. In many cases, the investigation cannot begin until the investigator receives information requested within this form.*

**LAW ENFORCEMENT INCIDENT NUMBER**

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**GREEN OAK CHARTER TOWNSHIP POLICE DEPARTMENT  
AFFIDAVIT OF FRAUD AND FORGERY**

Name: (Last, First, Middle)		Last 4 digits of Social Security No.	
DOB:	Driver's License No.		State:
Current Address:			
City:	State:	Zip Code:	Apt. No.:
Daytime Phone:	Evening Phone:		Cell Phone:
Address where events took place (if different from above):			

- I did not authorize anyone to use my name or personal information to seek money, credit, loans, goods or services.
- I did not receive any benefits, money, goods or services as a result of the events described in this report.
- I am willing to assist in the prosecution of the person(s) who committed this fraud.
- I authorize the release of credit and/or other information to law enforcement for the purposes of assisting them in the investigation and prosecution of the person(s) who committed this fraud.

***I declare under penalty of perjury that the information I have provided in this affidavit is true and correct to the best of my knowledge.***

Complainant's Signature:	Date:
Witness Signature:	Date:
Printed Name (witness):	

Subscribed and sworn before me the \_\_\_\_\_ day of \_\_\_\_\_ Month \_\_\_\_\_ Year

\_\_\_\_\_  
(Notary Signature)

Notary Public in and for the County of \_\_\_\_\_ Michigan

My Commission Expires \_\_\_\_\_



6. 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 of 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 (Approximate date?)
  
- I went away and had my mail held at the post office or collected by someone else
- I traveled to another location outside my home area (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?)
  
- Documentation which 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
- I recently provided my personal information to a new source. Please list source:
  
- 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:

I recently opened a new bank account or new credit card account. Please list:

I re-financed my house or property. Please list:

On-line purchases were made using my credit card. Through what company?

My personal information was recently 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:

7. How many purchases over the Internet (retailer or auction sites) have you made in the last six months? \_\_\_\_\_

8. What internet sites have you bought from? List all:

9. In the last six months, whom has your Social Security number been given to? List all:

10. Do your checks have your Social Security number or Driver's License number imprinted on them?

Yes (Please list retailer names where checks have been tendered)

No

11. 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 (Please list instances and retailer names)

No

12. Do you own a business(es) that may be affected by the identity crime?

Yes (Please list names of business(es))

No

13. Do you have any information on a suspect in this identity crime case?  Yes  No

How do you believe the theft occurred?

14. Please list all fraudulent accounts that were obtained by use of your name and/or personal identity information (if multiple accounts, please include on time line). Please list type of account (checking, savings, brokerage, pension, etc), account number and fraudulent charges.

15. Please list all legitimate accounts in your name/personal identity information which have incurred fraudulent charges/activity.

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

17. 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)

- |   |                        |
|---|------------------------|
| <input type="checkbox"/> Equifax                        | Date of Contact: _____ |
| <input type="checkbox"/> TransUnion                     | Date of Contact: _____ |
| <input type="checkbox"/> Experian                       | Date of Contact: _____ |
| <input type="checkbox"/> Secretary of State             | Date of Contact: _____ |
| <input type="checkbox"/> Social Security Administration | Date of Contact: _____ |
| <input type="checkbox"/> Other (Please list):           |                        |

18. 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)

19. Have you contacted any financial institutions, concerning either legitimate or fraudulently opened accounts?

- Yes (Please list name of financial institution, phone number and person you spoke with)

- No

In detail, 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 09/18/02, I received a letter from MM Collections, stating that I had accumulated \$5,000.00 worth of charges on American Express Account 123456789. On 09/18/02, I called American Express and spoke with Jennifer Martin. She informed me that the account was opened on 05/12/02 by telephone. I did not open this account, even though it was in my name. The account address was 123 Main Street, Anywhere, NE. Ms. Martin said she would send me an Affidavit of Forgery to complete and return to her." Please include this information in the time line section.

## **TIME LINE**

# TIME LINE

CONTINUED

- Please bring with you to the meeting with the Officer: all account documents, letters, correspondence, phone records, credit reports and other documents regarding this case.
- Please make a copy of this completed form for your records.
- Keep and maintain a detailed log of all your correspondence and contacts since completing this form. Keep and maintain all original copies of correspondence related to the crime.

# VICTIM ASSISTANCE INFORMATION

## **Credit Bureaus:**

**Equifax:** www.equifax.com  
Report Fraud: Call (800) 525-6285  
**and** write to:  
PO Box 740250  
Atlanta, GA 30374  
Order a credit report: (800) 685-1111

**Experian:** Formerly TRW  
www.experian.com  
Report Fraud: Call (888) 397-3742  
**and** write to:  
PO Box 1017  
Allen, TX 75013  
Order a credit report: (888) 397-3742

TransUnion: www.transunion.com  
Report Fraud: (800) 680-7289  
**and** write to:  
PO Box 6790  
Fullerton, CA 92834  
Order a credit report: (800) 888-4213

Credit fraud victims are entitled to a free copy of their credit report. By law, a credit bureau can't charge more than \$9 per credit report.

## **Report Fraudulent Use of Checks:**

Check Rite/Global Payments: (800) 638-4600 x555  
Tele-Check: (800) 710-9898

To find out if the identity thief has been passing bad checks in your name, call:  
SCAN (800) 262-7771

## **Report Phone Fraud:**

888-CALL-FCC (888-225-5322)  
www.FCC.gov

## **OPT OUT of Pre-Approved Credit Offers:**

Call: (888) 5OPTOUT or (888) 567-8688

## **Remove Your Name From Mail and Phone Lists:**

Direct Marketing Association  
Mail Preference Service  
PO Box 9008  
Farmingdale, NY 11735

Telephone Preference Service  
PO Box 9014  
Farmingdale, NY 11735

## **Federal Resources:**

Federal Trade Commission: Call the FTC ID Theft Hotline:  
(877) FTC-HELP (382-4357) for help with a consumer complaint.

## **Social Security Administration:**

Report Fraud: (800) 269-0271  
or report online at [www.ssa.gov/oig](http://www.ssa.gov/oig)

Order Earnings and Benefits Statement:  
(800) 772-1213

## **TIPS FOR PREVENTING ID THEFT:**

Never give out identifying information in response to unsolicited offers by phone, mail, internet, or in person unless you initiate the contact. Order & review your credit report yearly. Review financial and credit card statements monthly for unauthorized activity. Shred or tear up discarded paperwork containing personal identifiers (i.e. receipts, insurance forms, bank & credit card statements, cash advance checks) before discarding. Protect your mail by removing it from your mailbox as soon as possible. Place your mail delivery on hold at the post office while you're away on vacation. Be aware of where your personal identification is kept and who has access to it - at work and at home. Protect your wallet/purse and don't leave them unattended. Limit the number of credit cards carried, and don't carry your PIN or social security card in your wallet/purse. Treat checkbooks, ATM cards, credit cards & credit card offers as they were cash. Cancel unneeded credit cards. Don't put your social security number, phone number or date of birth on your checks. When using the internet to make purchases, look for the "s" in the address (https) to ensure a secure site.

## **ADDITIONAL USEFUL WEB SITES:**

**Michigan State Police:** [www.michigan.gov/msp](http://www.michigan.gov/msp)

**Federal Trade Commission (FTC):** [www.ftc.gov](http://www.ftc.gov)

**FTC Consumer's Page:** [www.consumer.gov/idtheft](http://www.consumer.gov/idtheft)

**US Postal Service:** [www.usps.com](http://www.usps.com)

**Id Theft Resources Center:** [www.idtheftcenter.org](http://www.idtheftcenter.org)

**Privacy Rights Clearinghouse:** [www.privacyrights.org](http://www.privacyrights.org)

**American Express:** [www10.americanexpress.com](http://www10.americanexpress.com)

**Discover:** [www.discovercard.com/discover/data](http://www.discovercard.com/discover/data)

**Mastercard:** [www.mastercard.com/education/fraud](http://www.mastercard.com/education/fraud)

**Visa:** [www.usa.visa.com/personal](http://www.usa.visa.com/personal)