



Identity Theft Worksheet

Developed to assist victim recovery, enhance investigation/prosecution, and inform community.

Credit Bureau Reports: Removing Unauthorized Credit Inquiries

If your credit bureau report(s) contains unauthorized inquiries, telephone each company that requested your credit report. Keep a record of the telephone calls you make. Write down the instructions you are given for removing the inquiry. Ask for the company's mailing address so you can follow up with a letter. Retain copies of the letters you write for your records.

Letter to Companies Requesting Removal of Unauthorized Inquiries

Date

Name of Company
Attention: Fraud Department
Company's Mailing Address

Re: Your Full Name
Your Complete Address
Your Telephone Number

To Whom It May Concern:

Per our telephone conversation on _____, I am a victim of identity theft and did
(Date)

not apply for credit with your company. Please remove the following inquiry from my name:

List the inquiry here as it appears on your credit bureau report(s). Include the date(s) of the inquiry and the credit bureau report(s) (Experian, Equifax, TransUnion) where it is listed.

In addition if you received correspondence from the company, state it here and attach a copy to this letter.

Please correct your records as quickly as possible and notify the credit bureau(s) to remove the inquiry from my credit file. Send me a letter confirming that you have remedied the situation.

Sincerely,

The company has information that may be vital to your case. Record any information that might help identify your imposter such as type of account, address, telephone number, cell phone number, and the method used to apply for credit in your name.

**I sent a letter to the above company on _____ requesting the inquiry be removed
(Date)
from my credit report and the credit bureau(s) be notified of the correction.**

**I received notification from the above company on _____ that the fraudulent inquiry
(Date)
was removed from my credit report and the credit bureau(s) notified to correct my credit file.**