



Identity Theft Worksheet

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

Opt-Out: Protect Your Privacy

Complete and return all opt-out notices you receive from financial institutions and other companies with which you do business.

Limit the number of sweepstakes and contests you enter by mail, email, or on websites. When choosing to enter sweepstakes and contests, be it those you receive by mail, email, or those found on websites, make sure they are sponsored by reputable organizations. Never answer questions pertaining to your marital status, gender, income, hobbies, education, age, number and ages of your children, and so forth. The information you provide is sold to marketing firms who, in turn, inundate you with mail, email, and telemarketing calls.

Do not return product warranty or registration cards unless it is a requirement for activating the warranty. Provide only your name, address, and model or serial number of the product. Ignore other questions on the card such as your marital status, gender, income, hobbies, education, age, number and ages of your children, email address and so forth. The information you provide is sold to marketing firms who, in turn, inundate you with mail, email, and telemarketing calls.

The national credit bureaus offer a toll-free number that enables consumers to opt-out of all pre-approved credit cards with just one phone call. Call 1-888-5OPTOUT (1-888-567-8688) for more information. All three credit bureaus will be notified to remove your name from the marketing lists they sell to businesses. You may request that your name be permanently removed. A form will be sent to you to fill out and return. Each adult residing in the household has to opt-out separately. To opt-out online visit the OptOutPrescreen website at <https://www.optoutprescreen.com/?rf=t>.

The Direct Marketing Association (DMA) is an organization made up of businesses that market their products directly to consumers. You may remove your name from their mailing and email lists. For more information refer to the DMA Web site at <http://www.dmaconsumers.org/consumerassistance.html>.

To reduce the number of unwanted telephone solicitations register your home telephone and cell phone numbers with the FTC National Do Not Call Registry. For the next five years telemarketing calls will be limited to companies with which you do business, companies you give permission to call, charities, political organizations, and people conducting telephone surveys. Register online at <http://www.ftc.gov/donotcall> or call 1-888-382-1222 (toll-free). You must call from the *home* telephone number you wish to register.

Another way to decrease the number of unwanted calls is to have an unpublished telephone number. Some telephone companies distinguish between an unpublished and unlisted number. An unpublished number is not listed in telephone books nor is it available through information services. An unlisted number is not published in telephone books but is available through information. Sometimes unpublished numbers are inadvertently listed in online directories. If your number is unpublished, periodically check some of the directories. Most online directories permit you to remove your information from their databases, even if you have a published number.

Lexis-Nexis maintains a global database of public and non-public information about individuals and businesses. You may opt-out of the non-public database if you are a *law enforcement officer, public official, victim of identity theft, or at risk of bodily harm such as in domestic violence cases*. The opt-out requirements are stringent. For more information, refer to the Lexis-Nexis Web site at <http://www.lexisnexis.com/terms/privacy/data/remove.asp>.

You may opt-out of Westlaw non-public information databases if you are a *law enforcement officer, public official, or believe that your information exposes you to harm or identity theft*. Print and complete the Westlaw Public Records Opt-Out Form available at http://west.thomson.com/pdf/privacy/opt_out_form.pdf. Mail the form to:

Westlaw Public Records,
ATTN: D5-S400 – Name Removal Request
610 Opperman Dr.,
Eagan, MN 55123.

For more information, visit the Westlaw website at: <http://west.thomson.com/privacy/records.asp?cookie%5Ftest=1>

If you are a member of the Armed Forces and deployed outside of your usual station, you may place an “Active Duty Alert” on your credit bureau files. The alert remains on the reports for one year. Creditors are required to verify your identity before issuing credit in your name. In addition, you will be removed from the marketing lists the credit bureaus sell to businesses. Contact *one* of the three major credit bureaus. The credit bureau you contact will notify the other two.

| | | |
|-------------|----------------|---|
| Equifax: | 1-800-525-6285 | http://www.equifax.com |
| Experian: | 1-888-397-3742 | http://www.experian.com |
| TransUnion: | 1-800-680-7289 | http://www.transunion.com |

You may opt-out of *US Search*, an online database used by individuals and businesses to purchase information about others. You can remove your non-public information from their reports. However, public records probably will not be removed. Send a written request to:

US Search
Opt-Out Program
600 Corporate Pointe, Suite 220,
Culver City
CA 90230.

The letter must include your full name, mailing address, date of birth, email address, previous addresses, and aliases. For more information, refer to the Privacy section of the US Search web site at: <http://www.ussearch.com/consumer/commerce/about/privacy.jsp?adID=10002101>.

Acxiom owns public and non-public databases. You may opt-out of the marketing database they sell to businesses. Send an email to optoutUS@acxiom.com or call their Consumer Advocate Hotline at 1-877-774-2094 (toll-free). For more information, refer to the Acxiom Web site at: http://www.acxiom.com/default.aspx?ID=1688&Country_Code=USA.

You may also opt-out of the following online directories and databases:

555-1212

<http://www.555-1212.com/support/faq.jsp>

Ameridex

<http://www.ameridex.com/privacy.html>

AnyWho Online Directory

http://www.anywho.com/help/privacy_list.html

Google

<http://www.google.com/support/bin/answer.py?answer=9112&topic=360>

InfoSpace

<http://www.infospace.com/home/about/corporate/privacy.htm>

InfoUSA

<http://list.infousa.com/dbupdate.htm>

Intelius People Search

<http://find.intelius.com/privacy-faq.php>

PrivateEye People Search, Background Checks, Public Records, Find People

<http://www.privateeye.com/Help/Terms.htm>

Search Bug – People Finders

<http://www.peoplefinders.com/prochelp.asp?fc=15&D49JG34=4#26>

Switchboard

<http://www.switchboard.com/helpnew.htm#DELNR>

USA People Search

<http://www.usa-people-search.com/help.aspx>

WhitePages.com

http://www.whitepages.com/cust_serv/removal_form

Yahoo! People Search

<http://help.yahoo.com/1/us/yahoo/yps/listings/index.html>

Zabasearch Free People Search and Public Information Search Engine

<http://www.zabasearch.com/thankyou.php>