



Identity Theft Worksheet

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

Organize Information

The first step to reclaiming your identity is organizing information you already have.

In most cases, victims find out they have an imposter when they:

- Receive a telephone call from the fraud department of a bank, credit union, or other business inquiring about recent credit applications filed in their name;
- Are contacted by a collection representative asking why an account is delinquent;
- Receive notification of a delinquent utility, cell phone, or telephone account that does not belong to them;
- Discover long distance calls on their cell or telephone bill they did not make;
- Find charges on their credit card statement they did not authorize;
- Discover checks written out of their checking account they did not write;
- Receive notification from a financial institution of an overdrawn account;
- Are contacted by a store or other business demanding funds to cover Non-Sufficient Funds (NSF) charges and bounced checks;
- Find unauthorized withdrawals on savings or investment account statements;
- Are denied credit.

The issues surrounding your identity theft will be resolved more quickly if your records are precise and complete. Throughout the process of reclaiming your identity, record all pertinent details regarding your case. Keep a log of everyone you contact or who contacts you. Record the date, time, telephone number, person's name, purpose of the call, what was accomplished, the follow-up needed, and other relevant notes. Write down any questions you asked and the answers received. **Keep copies of all letters you write and all forms you submit.** Mail everything by **certified mail, return-receipt requested.**

In the space provided below, give the date you became aware that your identity was stolen. Write a brief summary about how you found out about the fraud. *Example: On January 2, 2006 I found out my identity was stolen when I opened my XYZ credit card statement and found charges I did not authorize.*

On _____ I found out that my identity was stolen when _____
(Date)

Complete the following information regarding your *first* contact with a representative of a company, collection agency, or financial institution concerning the theft of your identity. *Example: If you contacted XYZ Credit Card Company after discovering fraudulent charges on your credit card statement, record the contact information as well as what you were told about the unauthorized charges.*

Name and address of organization: _____

Name of contact person: _____

Contact telephone number and/or email address: _____

The imposter fraudulently used my: (check all that apply)

_____ Social Security Number

_____ Date of Birth

_____ Address

_____ Bank Account Number

_____ Credit Card Number

_____ Other Explain: _____

The imposter compromised my existing account(s): Yes _____ No _____

If yes, type of account: _____

I closed the above account on: _____
(Date)

I opened a new account with a new number on: _____
(Date)

The imposter established new account(s) in my name: Yes _____ No _____

If yes, type of account and account number: _____

I closed the above account on: _____
(Date)

The creditor, collection agency, or financial institution has information that is vital to your case. While pretending to be you, the imposter may have changed your address to one where he or she could receive goods, services, credit cards, or account statements in your name. Record any "identifying" information pertaining to the perpetrator that you received during your *first* contact with the representative of a company, collection agency, or financial institution.

Address shown on the account: _____

Telephone or cell phone numbers on the account: _____

The fraudulent activity occurred on: _____

(Date)

The fraudulent activity took place: _____ Online

_____ In-person at a bank, store, or ATM machine

_____ By telephone

_____ By fax

_____ By email

_____ Other Explain: _____

Amount of money received, amount of credit applied for or received, and/or dollar value of services and merchandise applied for or received: \$ _____