

# Identity Theft Worksheet

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

## File a Complaint with a Law Enforcement Agency

File a complaint with a law enforcement agency as soon as possible. You should file a complaint because:

- Copies of the police report will be required by institutions where fraudulent activity occurred.
- It will help you clear your name now as well as in the future should the individual impersonating you use or attempt to use your identity again.
- It may be your complaint that ties the theft to other cases. The information on your complaint may hold the missing link that leads to the apprehension and conviction of the criminal(s).
- It could help you recover lost wages and expenses through the legal system or insurance company.
- Law enforcement agencies do not know that a crime has been committed unless you report it. They cannot allocate funds for personnel, public awareness programs, or investigations without justifying the need.
- Other government agencies, lawmakers, and consumer groups who keep statistics on identity theft need your information. Effective legislation cannot be passed unless lawmakers know the nature and extent of the problem. Once again, funds and personnel cannot be allocated without accurate statistics.

Keep in mind that law enforcement agencies differ. Each has its own internal policies and guidelines governing whether or not identity theft complaints are taken and if such cases are investigated. If a complaint is not taken, record the date you contacted the agency. Write down the agency name, address, and telephone number as well as the name of the person you contacted. Ask the person to spell his/her first and last name. If you contact more than one agency, complete one sheet per agency.

Get a copy of the report as soon as possible. The Federal Trade Commission, credit bureaus, and creditors where fraudulent activity occurred will ask for the report number.

### Michigan

If you reside in Michigan, you may file a police report with your local law enforcement agency, an agency located where your identity was stolen, or an agency located where your identity was or continues to be used.

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**I contacted a law enforcement agency on:** \_\_\_\_\_  
(Date)

**Complaint number:** \_\_\_\_\_

**Name, address, and telephone number of law enforcement agency contacted:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name and rank of individual I spoke with:** \_\_\_\_\_

Some victims may know who is utilizing their identities or how the perpetrator got their information. If you believe you know how your information was stolen or who might be using the information, record it in the space below and report it to the law enforcement agency where you filed the complaint.

*Example: On May 1, 2006 ABC Company began remodeling my kitchen. My checkbook was in a desk drawer in the adjacent family room. My checks began bouncing a few days later. I noticed check number 3093 missing from the back of my checkbook. The check was made payable to John Doe, an employee of ABC Company.*

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