anything in your wallet or purse.

- Sign all new credit cards upon receipt.
- Save all credit card receipts and match them against your monthly bills.
- Be conscious of normal receipt of routine financial statements. Contact the sender if they are not received in the mail.
- Notify your credit card companies and financial institutions in advance of any change of address or phone number.
- Never loan your credit cards to anyone else.
- Never put your credit card or any other financial account on a postcard or on the outside of an envelope.
- If you applied for a new credit card and it has not arrived in a timely manner, call the bank or credit card company involved.
- Report all lost or stolen credit cards immediately.
- Closely monitor expiration dates on your credit cards. Contact the credit issuer if replacement cards are not received prior to the expiration dates.
- Beware of mail or telephone solicitations disguised as promotions offering instant prizes or awards designed solely to obtain your personal information or credit card numbers.

Internet and On-Line Services

Use caution when disclosing checking account numbers, credit card numbers or other personal financial data at any Web site or on-line service location unless you receive a secured authentication key from your provider.

When you subscribe to an on-line service, you may be asked to give credit card information. When you enter any interactive service site, beware of con artists who may ask you to "confirm" your enrollment service by disclosing passwords or the credit card account number used to subscribe. Do not give out.

Your BPD Case Number is ______________.

Make note of this case number in your detailed history folder and reference it when you have contact with any business or law enforcement agency concerning this report. Depending upon the location (jurisdiction) of where the crime occurred (goods or services obtained or delivered), an investigator may or may not be assigned to this case.

If the crime occurred in our jurisdiction and there are workable leads, such as witnesses and suspect information, an investigator will be assigned to the case. Unfortunately, not all cases will be actively investigated by an investigator if there are no significant leads to identify the suspect.

Notes:

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Burbank Police Department

PC 530.5
Unauthorized use of Personal Identifying Information

(a) Every person who willfully obtains personal identifying information, as defined in sub-division (b), of another person without the authorization of that person, and uses that information for any unlawful purpose, including to obtain, or attempt to obtain, credit, goods, services, or medical information in the name of the other person without the consent of that person is guilty of a public offense.
What to do if you become a victim:

- Set up a folder to keep a detailed history of this crime.

- Keep a log of all your contacts and make copies of all documents.

- Contact all creditors by phone and in writing to inform them of the problem.

- Notify the US Postal Inspector if your mail has been stolen or tampered with:
  
  US Postal Inspection Service (626)405-1200, for other phone listings look under Federal Government.

- Request that a copy of your credit report be sent to you.

Credit Bureaus

Equifax
PO Box 74021, Atlanta, Georgia 30374-0241
- To order your report, call 1-800-688-1111
- To report Fraud, call 1-800-525-6285

Experian
PO Box 949, Allen, Texas 75013-0949
- To order your report, call 1-866-937-3742
- To report Fraud, call 1-888-937-3742

Trans Union
PO Box 390, Springfield, Pennsylvania 19064-0390
- To order your report, call 1-800-916-8800
- To report Fraud, call 1-800-680-7289

- Alert your banks to flag your accounts and contact you to confirm any unusual activity. Request a change of PIN and a new pass word.

- If you have any checks stolen or bank accounts set up fraudulently, report it to the following companies:
  
  - National Check Fraud Service - (843) 571-2143
  - SCAN - (800) 262-7771
  - Telecheck - (800) 710-9898 or 927-0188
  - CheckRite - (800) 766-2748
  - CrossCheck - (707) 586-0551
  - Equifax/Certiigy Check Systems - (800) 437-5120
  - International Check Services - (800) 526-5380

- Contact the Social Security Administration’s Fraud Hotline at 1-800-269-0271.

- Obtain description of suspect (if known).

- Obtain witness information.

What is the financial loss to you? Attach all supporting documentation.

Preventive Actions

- Promptly remove mail from your mailbox after delivery.

- Deposit outgoing mail in post office collection mailboxes or at your local post office. Do not leave in unsecured mail receptacles.

- Never give personal information over the telephone, such as your social security number, date of birth, mother’s maiden name, credit card number, or bank PIN code, unless you initiated the phone call. Protect this information and release it only when absolutely necessary.

- Shred pre-approved credit application forms, credit card receipts, bills and other financial information you don’t want before discarding them in the trash or recycling bin.

- Empty your wallet of extra credit cards and IDs, or better yet, cancel the ones you do not use and maintain a list of the ones you do.

- Order your credit report from the three credit bureaus once a year to check for fraudulent activity or other discrepancies.

- Never leave receipts at bank machines, bank counters, trash receptacles, or unattended gas pumps. Keep track of all your paper work. When you no longer need it, destroy it.

- Memorize your social security number and all of your passwords. Do not record them on any cards or on