IDENTITY THEFT
A Quick Reference Guide

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 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. Don't give them what you want to keep.

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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Federal Trade Commission
www.ftc.gov

Calif. Dept. of Consumer Affairs
www.dca.ca.gov

Privacy Rights Clearing House
www.privacyrights.org

U.S. Government Accounting Office
www.gao.gov

U.S. Postal Inspection Service
www.usps.gov/postalinspectors

International Association of Financial Crimes Investigators
www.iafci.org

For more information call:

Burbank Police Department
Financial Crimes Detail
200 N. Third St
Burbank, CA 91502
Bus. Hrs (818) 238-3210
After Bus. Hrs (818) 238-3000

(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.
Identity Theft involves acquiring key pieces of someone's identifying information, such as name, address, date of birth, social security number and mother's maiden name, in order to impersonate them. This information enables the identity thief to commit numerous forms of fraud which include, but are not limited to, taking over the victim's financial accounts, opening new bank accounts, purchasing automobiles, applying for loans, credit cards and social security benefits, renting apartments, and establishing services with utility and phone companies.

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.
- 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 1-800-685-1111
- To report Fraud, call 1-800-525-6285

Experian
PO Box 949, Allen, Texas 75013-0949
- To order your report, call 1-888-397-3742
- To report Fraud, call 1-888-397-3742

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

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 it 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 applications, 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 paperwork. 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

What is Identity Theft?

Identity Theft is the unlawful use of someone's identifying information, such as name, address, date of birth, social security number and mother's maiden name, to fraudulently open credit accounts, purchase cars, rent apartments, or otherwise commit fraud.

Sample "Courtesy Notice"

(Date)  Dear (Creditor Name/Collection Agency Name):  On (Date), I received your letter demanding payment of ($$ amount).  I did not open this account and incur this unpaid balance. Someone, other than myself, wrongfully used my personal information to obtain a line of credit/service. Your company extended a line of credit/services to someone, other than me. Your company is a victim and should file a police report in the appropriate jurisdiction.

You are hereby notified that on (Date), I filed an identity theft report with the Burbank Police Dept. The case # is (____-____-____), a copy of which can be obtained by contacting the Burbank Police Dept. Records Section at (818) 238-3140.

Closing,
(Your name and address)

Call each of the three credit bureaus fraud units to report identity theft. Ask to have a "Fraud Alert/Victim Impact" statement placed in your credit file asking that creditors call you before opening any new accounts.

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

Obtain witness information.