



## ROANE STATE POLICE DEPARTMENT

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### IDENTITY THEFT VICTIM GUIDE

Identity theft is a major issue and cause of concern for all. If you feel you have become a victim of identity theft you can take steps to protect yourself. By filing your report with the your local police department, you are taking the first steps in minimizing losses to your personal funds, damage to your credit history and financial accounts, and to your reputation. Whether you have been confirmed as a victim of identity theft or you have had your purse or wallet stolen or lost or any document of compromising of your personal or credit information, it is strongly recommended that you immediately take the additional steps listed below to protect yourself.

Please include the information below for your records.

Identity Theft Report:

Name of Officer Taking Complaint: \_\_\_\_\_

Report #: \_\_\_\_\_

Agency Where Report Filed: \_\_\_\_\_

Please take the following steps:

1. Contact all financial institutions (banks, credit unions, credit card companies, mortgage companies, etc.) with whom you have accounts and advise them you are or believe you may be a victim of identity theft.
2. Cancel compromised accounts and stop payment on any outstanding checks that have not yet cleared. You should change your Automated Teller Machine (ATM) card, account, and personal identification number (PIN) including those you may use in any online account. It is recommended you have all credit cards reissued
3. You may also want to access the Federal Trade Commission (FTC) website for further information by clicking on the following link <https://www.identitytheft.gov/#/>
4. Contact one of the major credit reporting companies and place a fraud alert on your credit report. This will tell creditors to contact you before changing your existing accounts or opening any new accounts in your name. It is only necessary to contact one of the credit reporting companies as they will contact the other two on your behalf.
  - a. Equifax, (800) 525-6285, [www.equifax.com](http://www.equifax.com)
  - b. Experian, (888) 397-3742, [www.experian.com](http://www.experian.com)

- c. Trans Union, (800) 680-7289, [www.transunion.com](http://www.transunion.com)
4. Contact the Federal Trade Commission (FTC) at (877) 438-4338. [www.ftc.gov](http://www.ftc.gov). Under the Identity Theft and Assumption Deterrence Act, the FTC is responsible for receiving and processing complaints from people who believe they may be victims of identity theft. The FTC provides informational materials to people impacted by identity theft.
5. Contact the major check verification companies. If your checks have been stolen or bank accounts set up by an identity thief, and especially if you know that a particular merchant has received a check stolen from you, contact the following companies that merchants use:
  - a. ChexSystems-(800) 428-9623 (closed checking accounts)
  - b. National Processing Company (NPC) – (800) 925-0230
  - c. TeleCheck – (800) 710-9898
6. You may also need to contact other agencies for other types of identity theft.
  - a. Contact the Postal Inspectors Office located in Charlotte, NC at (877) 876-2455 if you suspect a criminal has used the mail to commit fraud involving your identity. This includes the possibility that an identity thief has used a change-of-address form with the post office to redirect your mail.
  - b. Call the Social Security Administration at (800) 269-0271 if you suspect that your Social Security Number is being used fraudulently.
  - c. Call the IRS at (800) 829-0433 if you suspect the improper use of identification information in connection with tax violations.