

Reporting Fraud/ID Theft at the Lacey Police Department

This Lacey Police **Fraud/ID Theft Reporting Packet** includes:

- Instructions for reporting Fraud/ID Theft
- Identity Theft Information Sheet (retain for your records/information)
- Fraud/ID Theft reporting form

Instructions for reporting Fraud/ID Theft

1. **REQUIRED:** Obtain a notarized affidavit of forgery from your bank.
2. **REQUIRED:** Obtain an account printout from your bank or online with all the fraudulent activity highlighted. The printout must list the account number and account holder's name.

If neither of the above listed documents can be obtained, please contact us to find out what alternative documentation you must be able to provide.

3. Fill out the Fraud/ID Theft form in its entirety. *Please print **legibly**.*
TIP: Answer questions 5 and 9 on the Fraud/ID Theft form as if you are speaking to an officer.
4. Attach all documentation (affidavit of forgery, bank/credit statements, copies of checks etc) to the Fraud/ID Theft form and **bring in to the Lacey Police front office Monday through Friday 8:00am to 5:00pm.** (*NOTE: you will be asked to provide a valid picture ID*)
5. Front office staff will assign a Lacey Police case number, make copies of Fraud/ID Theft form and any documentation you have included. A copy of the Fraud/ID Theft form and the originals of any attachments you included will be returned to you to retain for your records.
6. The whole packet will then be forwarded to the Lacey Police Detective unit for review.
 - a. If found that the crime has occurred in another police jurisdiction, your report will be referred to the appropriate police department.
 - b. You will receive a letter from the Lacey Detective assigned to your case informing you of any referrals/closures of your case.

INTERNET CRIMES: Please report **internet crimes** to the Internet Crime Complaint Center at www.ic3.gov. This is a partnership between the Federal Bureau of Investigation (FBI), the National White Collar Crime Center (NW3C), and the Bureau of Justice Assistance (BJA).

SOCIAL SECURITY CRIMES: Please also report crimes involving your **social security number/card** to the Federal Trade Commission (FTC) at 1-877-ID-THEFT or 1-877-438-4338

If you have any questions feel free to contact the
Lacey Police Department - Business Office
Monday - Friday 8:00am - 5:00pm
420 College St SE ♦ Lacey, WA 98503
(360) 459-4333

Identity Theft Information



How the Law Applies to Victims of Identity Theft:

Court Orders to Correct Public Records

Upon a criminal conviction the law authorizes the courts to issue an order for the victim to use in correcting public records that contain false information due to the theft of identity. For example - arrest records in the victim's name that were the result of the defendant using the victim's name at the time of arrest.

Consumer Protection Remedies

The criminal provisions also constitute violations of the Consumer Protection Act (CPA), and victims and the Attorney General's Office (AGO) can pursue civil actions against the perpetrators using the protections of the CPA (RCW 9.35.800). Also, the following civil provisions all contain CPA remedies whereby the victims and/or the AGO can enforce compliance.

Businesses Required to Provide Information to Victims of Identity Theft

The law (RCW 9.35.040) requires businesses that have information relevant to the identity theft to provide that information to a victim once the victim provides positive proof of their identity and a copy of their police report. For example, the victim now has the legal right to require a business to hand over their records about the credit account the ID thief opened in the victim's name. Those records often contain critical information the victim needs in order to prove they were not the person who is responsible for that account. It is also information the victim can then provide to law enforcement to assist them in their investigation. The business may require the victim to provide all or some of the following items before complying with this section:

- A copy of a government-issued photo identification card;
- A copy of a filed police report evidencing the victim's claim; and
- A written statement from the state patrol verifying the victim has completed the fingerprint verification program under RCW 43.43.760.

Blocking Bad Credit Information from Credit Reports

The law (RCW 19.182.160) also provides a civil remedy for consumers. Under the law, a victim of identity theft can block any adverse credit reports resulting from the crime by filing the police report of the crime with the credit-reporting agency and supplying the agency with other proof of identification similar to those above. Provisions are made for denial and removal of the block in cases of fraud or error. The effect is that the victim's credit record is restored to reflect only the victim's true credit history.

Limitations Imposed on Collection Agencies

A collection agency may not call a debtor (victim) more than one time in 180 days in order to collect on debts associated with fraudulent checks, as long as the victim forwards information regarding the alleged theft to the collection agency. The victim must provide the collection agency with the relevant police report and proof of the victim's identity similar to the provisions above. (RCW 19.16.250)

Where To Go for More Information:

Federal Trade Commission Accepts Complaints from ID Theft Victims

Phone: 1-877-IDTHEFT

Website: <http://www.consumer.gov/idtheft>

Washington State Attorney General's Office Posts information on its website

Website: <http://www.wa.gov/ago/consumer/idtheft>

US Postal Service To report theft of mail or fraudulent change of address form use

Website: <http://www.usps.com/postalinspectors>

Social Security Administration

P.O. Box 17768

Baltimore, MD 21235

Fraud Hotline: 1-800-269-0271

Fax: 1-410-597-0118

E-mail: oig.hotline@ssa.gov

Department of Motor Vehicles

To report if someone has obtained or is using a driver's license under your name.

P.O. Box 903

Olympia, WA 98507-9030

Phone: (360)664-8885

Website: <http://www.wa.gov/dol>

E-mail: drvfraud@dol.wa.gov

Credit Reporting Agencies It is important to include your social security number and current address when writing to the following credit bureaus:

Equifax

P.O. Box 74024

Atlanta, GA 30374

Order Credit Report: 1-800-685-1111

Report Fraud: 1-800-525-6285

Website: <http://www.equifax.com>

Experian

P.O. Box 200

Allen, TX 75013

Order Credit Report: 1-888-EXPERIAN

Report Fraud: 1-888-EXPERIAN

Website: <http://www.experian.com>

TransUnion

P.O. Box

Chester, PA 19022

Order Credit Report: 1-800-888-4213

Report Fraud: 1-800-680-7289

Website: <http://www.transunion.com>



Lacey Police Department

Fraud/Identity Theft Reporting Form

FOR OFFICIAL USE ONLY	
Case #	20 -
Received by:	
Personnel #:	
ID Attached:	

Both of the following **MUST** be submitted with this completed form in order for a case number to be assigned:

- ✓ Completed Affidavit of forgery provided from bank or credit card company
- ✓ Account Activity documentation from bank or credit card company; fraudulent activity should be highlighted

Fields in **BLUE** are required

Your Name: _____
Last
First
Middle

Alias/Maiden Names: _____

Driver's License or ID#: _____ **State:** _____

Date of Birth: _____ **SSN:** _____

Physical Address: _____
Street
City
State
Zip

Mailing Address: _____
Street
City
State
Zip

Check if same as physical

Primary Phone: _____ **Alternate Phone:** _____

E-Mail (if available): _____

1. **Total amount of financial loss:** \$ _____

2. **Have you been reimbursed for the amount listed in #1?** Yes No Partially \$ _____

3. **How did you become aware of the crime?**

Found fraudulent charges on my credit card bill. Which one? *Name of card, account number & card number.*

Found fraudulent charges on my cellular phone bill. Which one?
Your cellular phone number & service provider (i.e.: Verizon).

Received bills for an account(s) I did not open. Which one? *Name of account & account number(s)*

Found irregularities on my credit report. *If checked, attach credit report.*

Was contacted by a creditor demanding payment for something I did not buy. Which one?
Name of creditor, phone number for creditor & name of person with whom you spoke.

Was contacted by a bank's fraud department about charges. Which one?
Name of Bank, account number, name of person you spoke to & that person's phone number.

Other: _____

4. What date did you first become aware of the crime? _____ (MM/DD/YYYY)
5. When did the fraudulent activity begin? _____ (MM/DD/YYYY)

6a. Was the fraudulent activity made using your name? Yes No Unknown

6b. If you answered no to 6a, please list the full name, address, and other identifying information that the fraudulent activity was under? Personal Business

Business name: _____

Name: _____
Last First Middle

Address: _____
Street City State Zip

6c. To the best of your knowledge at this point, what identity crimes have been committed? Check all that apply.

- Opening new credit card accounts in my name
- Unauthorized withdrawals from my bank accounts.
- Taking out unauthorized loans in my name.
- Check fraud.
- Opening utility and/or telephone accounts in my name.
- Unauthorized access to my securities or investment accounts.
- Making purchase(s) using my credit cards or credit card numbers without authorization
- Evading prosecution for crimes committed by using my name or committing new crimes under my name.
- Other: _____
- Passport/visa fraud.
- Opening new bank accounts in my name.
- Obtaining government benefits in my name.
- Obtaining employment in my name.

7a. Suspect Information Check if suspect information is unknown

Do you have any information on a suspect in this identity/fraud crime case? If yes, provide as much information as possible about the suspect, including the suspect's full name, phone number, and address.

Suspect's Name: _____
Last First Middle

Date of birth: _____ Phone: _____

Address: _____
Street City State Zip

7b. Please list your relationship with the suspect and why you feel he/she committed the fraud you are reporting?

8. Please list any government documents fraudulently obtained in your name (driver's license, SSN etc.)

9. Have you contacted the following organizations and requested a "Fraud Alert" be put on your account?

Your bank/credit union(s):

Branch location	Phone Number	Contact Person	Account Number
<input type="checkbox"/> Equifax 1.888.766.0008	What date?		
<input type="checkbox"/> TransUnion 1.800.680.7289	What date?		
<input type="checkbox"/> Experian 1.888.397.3742	What date?		
<input type="checkbox"/> Social Security Administration			
<input type="checkbox"/> Other:			

10. Have you been the victim of any other crime that could be related? (i.e. theft or loss of wallet)
If yes, list location, police department report taken by, and case number.

11. List ALL fraudulent activity that you are aware of to date. Include locations and addresses of where fraudulent applications or purchases were made. Please be concise and explain ALL the facts, *as if you are speaking to an officer*. You may attached a separate (8 1/2 x 11) sheet of paper if you need more space.

12. Provide the following information for each account that you are reporting had fraudulent/theft activity.

Creditor Name (Sears, Chase etc.)	Card Type (Visa/Master Card etc.)	Card/Account Number

By filing this complaint, I understand that:

- A person commits the crime of making a false report if he/she willfully makes any untrue, misleading, or exaggerated statement in any report to a police or fire department.
- Making a false report is a misdemeanor.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

X

Your signature

Date Signed

- Check box if you request “non-disclosure” per RCW 42.56.240 privacy laws.**

NOTE: *If the box is left unchecked this report is subject to public disclosure and may be released if requested by parties not involved or associated with this report.*

Return this completed form along with the required supporting documentation, **in person**, to the Lacey Police Business Office. **You will be required to provide a valid picture ID.**

Monday – Friday 8:00 am to 5:00pm

420 College St SE Lacey, WA 98503 ♦ 360-459-4333

Please note, due to the nature of the crime being reported, faxed/emailed forms will not be accepted.

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