



## Identity Crime Incident Detail Form

*Please fill out this form and return it to the Ames Police Department. The information you provide will be used to understand what occurred, organize the information provided, and assist in investigating your case.*

**Date this form was filled out:** \_\_\_\_\_

**First Name:** \_\_\_\_\_

**Middle Name:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Driver's License Number:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Home Telephone Number:** \_\_\_\_\_

**Cell Phone Number:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Work Telephone Number:** \_\_\_\_\_

**1. What is the best time to reach you at home?** \_\_\_\_\_

**2. How did you become aware of the identity crime?**

☐ Found fraudulent charges on my credit card bill

Which one? \_\_\_\_\_

☐ Found fraudulent charges on my cellular phone bill

Which one? \_\_\_\_\_

☐ Received bills for an account(s) I did not open

Which one? \_\_\_\_\_

☐ Found irregularities on my credit report

☐ Was contacted by a creditor demanding payment

Which one? \_\_\_\_\_

☐ Was contacted by a bank's fraud department regarding charges

Which one? \_\_\_\_\_

☐ Was denied a loan

☐ Was denied credit

☐ Was arrested, had a warrant issued, or a complaint filed in my name for a crime I did not commit

Which one? \_\_\_\_\_

☐ Was sued for a debt I did not incur

Which one? \_\_\_\_\_

☐ Was not receiving bills regularly for a legitimate account

Which one? \_\_\_\_\_

☐ Was denied employment

☐ Had my driver's licenses suspended for actions I did not commit

☐ Received a legal filing I did not file, such as bankruptcy

☐ Other, please explain: \_\_\_\_\_

3. What date did you become aware of the identity crime? \_\_\_\_\_

4. When did the fraudulent activity begin? \_\_\_\_\_

5. What is the full name, address, birth date, and other identifying information that the fraudulent activity was made under? \_\_\_\_\_

6. Please list all fraudulent activity that you are aware of to date, with the locations and addresses of where fraudulent applications or purchases were made (retailers, banks, etc.). List in chronological order, if possible. For example, "On 9/18/02, I received a letter from MM Collections, stating that I had accumulated \$5,000 worth of charges on American Express Account 123456789. On 9/18/02, I called American Express and spoke with Jennifer Martin. She informed me that the account was opened on 5/12/02 by telephone. I did not open this account, even though it was in my name. The account address was 123 Main St., Anytown, IA. Ms. Martin said she would send me an Affidavit of Forgery to complete and return to her." You may attach a separate sheet of paper if extra space is required. Please be concise and state the facts.

7. What documents and identifying information were stolen and/or compromised?

☐ Credit card(s). List bank(s) issuing credit cards: \_\_\_\_\_

☐ ATM card(s). List bank(s) issuing ATM cards: \_\_\_\_\_

☐ Checks and/or checking account number. List bank(s) issuing checks: \_\_\_\_\_

☐ Savings account passbook or number. List bank(s) holding savings account: \_\_\_\_\_

☐ Brokerage or stock accounts. List bank(s) and/or broker(s): \_\_\_\_\_

☐ Passport. List country issuing passport: \_\_\_\_\_

☐ Driver's license or license number. List state issuing license: \_\_\_\_\_

☐ State identity card or identity number. List state issuing card: \_\_\_\_\_

☐ Social security card or number

☐ Birth certificate. List state and municipality issuing birth certificate: \_\_\_\_\_

- ☐ Resident alien card, green card, or other immigration documents
- ☐ Bank account passwords or "secret words," such as mother's maiden name
- ☐ Other. Please describe: \_\_\_\_\_

☐ Unknown

8. To the best of your knowledge at this point, what identity crimes have been committed?

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

9. To assist law enforcement in pinpointing when and by whom your information was compromised, it is of value to retrace your actions in recent months with regard to your personal information. This information is not solicited to "blame the victim" for the crime, but to further the investigation toward who might have stolen your personal or financial identifiers. What circumstances and activities have occurred in the last six months (include activities done by you and on your behalf by a member of your family or a friend)?

- ☐ Carried social security card in my wallet.
- ☐ Carried my bank account passwords, PINs, or codes in my wallet.
- ☐ Gave out my social security number. To whom? \_\_\_\_\_

- ☐ My mail was stolen. When (approximately)? \_\_\_\_\_
- ☐ I went away and my mail held at the post office or collected by someone else. I
- ☐ traveled to another location outside my home area (business or pleasure).

Where did you go and when? \_\_\_\_\_

- ☐ Mail was diverted from my home (either by forwarding order or in a way unknown to you). I
- ☐ did not receive a bill as usual (i.e., a credit card bill failed to come in the mail).

Which one? \_\_\_\_\_

- ☐ A new credit I was supposed to receive did not arrive in the mail as expected.

Which one? \_\_\_\_\_

- ☐ Bills I was paying were left in an unlocked mailbox for pickup by the postal service.

☐ Service people were in my home. From what company? When?

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- ☐ Documentation with my personal information was thrown in the trash without being shredded.
- ☐ Credit card bills, pre-approved credit card offers, or credit card "convenience" checks in my name were thrown out without being shredded.
- ☐ My garbage was stolen or gone through.
- ☐ My ATM receipts and/or credit card receipts were thrown away without being shredded.
- ☐ My password or PIN was given to someone else.
- ☐ My home was burglarized.
- ☐ My car was stolen or burglarized.
- ☐ My purse or wallet was stolen.
- ☐ My checkbook was stolen.
- ☐ My personal information was provided to a service business or non-profit (i.e., I gave blood, donated money, took out insurance, or saw a financial planner).

Please list: \_\_\_\_\_

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☐ My credit report was queried by someone claiming to be a legitimate business interest.

Who? \_\_\_\_\_

☐ I applied for credit and/or authorized a business to obtain my credit report (i.e., shopped for a new car, applied for a credit card, or refinanced a home).

Please list: \_\_\_\_\_

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☐ My personal information is available on the Internet, such as in an "open directory," "white pages," genealogy website, or college reunion website.

☐ A legitimate purchase was made where my credit card was out of my sight.

☐ My personal information was given to a telemarketer or telephone solicitor.

Please list: \_\_\_\_\_

☐ My personal information was given to a door-to-door salesperson or charity fundraiser.

Please list: \_\_\_\_\_

☐ A charitable donation was made using my personal information.

Please list: \_\_\_\_\_

☐ My personal information was given to enter a contest or claim a prize I had won.

Please list: \_\_\_\_\_

☐ A new bank account or new credit card account was legitimately opened in my name. I

☐ refinanced my house or property. Please list: \_\_\_\_\_

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☐ A legitimate loan was applied for or closed in my name. A

☐ legitimate lease was applied for or signed in my name.

☐ Legitimate utility accounts were applied for or opened in my name.

☐ A license or permit was applied for legitimately in my name.

- ☐ Government benefits were applied for legitimately in my name.
- ☐ My name and personal information were mentioned in the press, such as in a newspaper, magazine, or a website.
- ☐ Online purchases were made using my credit card. Through what company?

- ☐ Personal information was included in an email.
- ☐ I released personal information to a friend or family member.

For any items checked above, please, in as much detail as possible, explain the circumstances of the situation:

10. How many purchases over the Internet (retailer or auction sites) have you made in the last 6 months? \_\_\_\_\_
11. What Internet sites have you bought from? (List all) \_\_\_\_\_
12. In the last six months, to whom has your social security number been given? (List all) \_\_\_\_\_
13. Do your checks have your social security number or driver's license number imprinted on them?
- ☐ Yes. Please list retailer names where checks have been tendered: \_\_\_\_\_
- ☐ No.
14. Have you written your social security number or driver's license number on any checks in the last six months, or has a retailer written those numbers on a check?
- ☐ Yes. Please list instances and retailer names: \_\_\_\_\_
- ☐ No.
15. Do you own a business(es) that may be affected by the identity crime?
- ☐ Yes. Please list names of businesses: \_\_\_\_\_
- ☐ No.
16. Do you have any information on a suspect in this identity crime case? How do you believe the theft occurred? \_\_\_\_\_
17. If reporting fraudulent activity on a bank account, please list the account number(s) affected.

<i>Bank</i>	<i>Type of Account and account number (checking, savings, brokerage, pension, etc.)</i>	<i>Fraudulent Charges</i>

18. If reporting fraudulent activity on a credit card, please list the account number(s) affected.

<i>Issuing Company</i>	<i>Card Name (Visa, Mastercard, etc.)</i>	<i>Account Number</i>

19. If reporting fraudulent activity on a utility company account, please list the account number(s) affected.

<i>Company</i>	<i>Type of Utility</i>	<i>Account Number</i>

20. If reporting fraudulent activity on a financial institution through which you have loans, leases, or mortgages, please list the account number(s) affected.

<i>Financial Institution</i>	<i>Type of account and account number (loan, lease, mortgage, etc.)</i>	<i>Fraudulent charges</i>

21. Please list any other financial institutions or businesses where fraudulent accounts were opened in your name or using your personal identifiers.

<i>Financial Institution or Business</i>	<i>Account Number</i>	<i>Fraudulent charges</i>

22. Please list any documents fraudulently obtained in your name (driver's licenses, social security cards, etc.)

23. Have you contacted the following organizations and requested a Fraud Alert be put on your account? (Check all that you have contacted about a Fraud Alert).

<input type="checkbox"/> Equifax	On what date?	_____
<input type="checkbox"/> TransUnion	On what date?	_____
<input type="checkbox"/> Experian	On what date?	_____
<input type="checkbox"/> Your Bank(s)	Name of Bank(s):	_____
		_____
		_____

☐ Department of Motor Vehicles☐ Social Security Administration☐ Other: \_\_\_\_\_

24. Have you requested a credit report from each of the three credit bureaus? (Check all from which you have requested credit reports).

☐ Equifax (If you have in your possession, please attach to this form)☐ TransUnion (If you have in your possession, please attach to this form)☐ Experian (If you have in your possession, please attach to this form)

25. Have you contacted any financial institution concerning either legitimate or fraudulently opened accounts?

☐ Yes. Please list:

<i>Financial Institution</i>	<i>Phone Number</i>	<i>Person with whom you spoke</i>

☐ No.



## AMES POLICE DEPARTMENT FRAUD AND IDENTITY THEFT DOCUMENTATION

In order to expedite the investigation, please have the following items ready to present if requested:

- ✓ Account statement documenting fraudulent activity
- ✓ Copies of Affidavit of Forgery if completed with Bank or Creditor
- ✓ Correspondence of notification of fraud
- ✓ Receipts, billing statements, shipping information if available
- ✓ I.P. addresses, screen names, email addresses and all correspondence between parties if involved in an online transaction. Example- E-Bay purchases
- ✓ Any other materials that you believe to be important to the investigation

If you haven't already done so, report the fraud to the following organizations:

1. Each of the three **national consumer reporting agencies**. Ask each agency to place a "fraud alert" on your credit report, and send you a copy of your credit file.

➤ **Equifax Credit Information Services, Inc.**  
(800) 525-6285 (Hearing impaired call 1-800-255-0056 and ask the operator to call the Auto Disclosure Line at 1-800-685-1111 to obtain a copy of your report.)  
P.O. Box 740241, Atlanta, GA 30374-0241  
[www.equifax.com](http://www.equifax.com)

➤ **Experian Information Solutions, Inc.**  
(888) 397-3742/ TDD (800) 972-0322  
P.O. Box 9530, Allen, TX 75013  
[www.experian.com](http://www.experian.com)

➤ **TransUnion**  
(800) 680-7289/ TDD (877) 553-7803  
Fraud Victim Assistance Division  
P.O. Box 6790, Fullerton, CA 92634-6790  
[www.tuc.com](http://www.tuc.com)

2. The **fraud department at each creditor, bank, or utility/service** that provided the identity thief with unauthorized credit, goods or services. This would be a good time to find out if the company requires an affidavit, and whether they require notarization or a copy of the police report.

3. The FTC, which provides information to identity theft victims and maintains the Identity Theft Data Clearinghouse – the federal government's centralized identity theft complaint database. . You can call toll-free **1-877-ID-THEFT (1-877-438-4338)**, visit **[www.consumer.gov.idtheft](http://www.consumer.gov.idtheft)**, or send mail to:

**Identity Theft Data Clearinghouse**  
Federal Trade Commission  
600 Pennsylvania Ave, NW  
Washington, DC 20580

The FTC collects complaints from identity theft victims and shares their information with law enforcement nationwide. This information also may be shared with other government agencies, and companies where the fraud was perpetrated to help resolve identity theft related problems

## NCIC Entry/Authorization

After making a report of identity theft to the Ames Police Department, individuals can decide if their personal information is to be entered into the National Crime Information Center (NCIC) files. These NCIC files contain data on stolen vehicles, firearms, securities, and property. Law enforcement routinely use these files in the identification and recovery of stolen property. The NCIC files can be used by victims of identity theft to “flag” their stolen identities and to aid in recognizing imposters when encountered by law enforcement. The victim of identity theft will provide personal descriptive data and other relevant information which is unique to them. This NCIC file will remain active for a maximum of five years unless cancelled by the law enforcement agency that originally entered the file.

Should a person decide to create an entry into the NCIC file, please remember some delays could be experienced during contact with law enforcement while they verify your identity. Situations where delays could occur are during traffic stops or making a report to law enforcement. Delays can occur while you are obtaining a driver’s license or renewing your license. Delays can also occur while entering or leaving the country, where you cross through border patrol or customs. There may be some delays if you are travelling on a commercial flight.

A password is selected by the victim which is part of your entry in the NCIC file. Please remember this password, it will be the same for the five years your file is active. You may be required to give this password to the law enforcement, as a way to identify yourself.

Please initial to give your consent or to deny being entered.

\_\_\_\_\_ I understand the provisions of being entered into the NCIC files. I authorize the Ames Police Department to create this entry. If anytime during the five years the file is active, I may ask for my file to be removed.

\_\_\_\_\_ I understand the provisions of being entered into the NCIC files. I do not wish to be entered as a victim of identity theft in the NCIC files.

Signature \_\_\_\_\_

**Additional information required for the NCIC file:**

Height/Weight \_\_\_\_\_

Hair Color \_\_\_\_\_

Eye Color \_\_\_\_\_

Gender \_\_\_\_\_

Race \_\_\_\_\_

Scars/Marks/Tattoos \_\_\_\_\_

Passport Number \_\_\_\_\_

Military Number \_\_\_\_\_

Password – Must be 8 characters. Can be a combination of letters, numbers, or special characters.

\_\_\_\_\_

## IDENTITY THEFT FILE CONSENT DOCUMENT

By signing this document, I hereby provide the Ames Police Department permission to enter my personal data into the Federal Bureau of Investigation's (FBI's) Identity Theft File. This information may include, but is not limited to, physical descriptors and identifying information including my name, date of birth, place of birth, Social Security number, the type of identity theft, and a password provided to me for future identification verification purposes. I am also providing permission to enter my photograph and fingerprints into this file when that capability becomes available.

I understand that this information is being submitted as part of a criminal investigation of a crime of which I was a victim and will be available to entities having access to the FBI's National Crime Information Center (NCIC) files for any authorized purpose. I am providing this data voluntarily as a means to document my claim of identify theft and to obtain a unique password to be used for future identity verification purposes.

I understand that the FBI intends to remove this information from the NCIC active file no later than five years from the date of entry. I also understand that I may at any time submit a written request to the entering agency to have this information removed from the active file at an earlier date. I further understand that information removed from the active file will not thereafter be accessible via NCIC terminals, but it will be retained by the FBI as a record of the NCIC entry until such time as its deletion may be authorized by the National Archives and Records Administration.

I understand that this is a legally binding document reflecting my intent to have personal data entered into the FBI's Identity Theft File. I declare under penalty of perjury that the foregoing is true and correct. (See Title 28, United States Code [U.S.C.], Section 1746.)

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

The Privacy Act of 1974 (5 U.S.C. §552a) requires that local, state, or federal agencies inform individuals whose Social Security number is being requested whether such disclosure is mandatory or voluntary, the basis of authority for such solicitation, and the uses which will be made of it. Accordingly, disclosure of your Social Security number is voluntary; it is being requested pursuant to 28 U.S.C. §534 for the purposes described above. The Social Security number will be used as an identification tool; consequently, failure to provide the number may result in a reduced ability to make such identifications or provide future identity verifications.

