



IRVING POLICE DEPARTMENT



Financial Crimes Unit

To Report an Identity Theft

To report a THEFT OF IDENTITY offense: mail or bring the following information to our office:

1. After receiving our [Identity Theft Packet](#), complete the “Identity Theft Form” – This form provides us the information we need to make an offense report. It must be filled out with as much information as possible.
2. You must provide some sort of documentation that supports your claim.
3. After we begin our investigation into your offense, you may be required to report to our office to provide us with further information – some examples are, but not limited to, a signed affidavit, photograph and a thumbprint. The detective assigned to your case will determine what further information is needed from you.

A PDF version of this Identity Theft Packet can be downloaded and printed from www.irvingpd.com (Financial Crimes Unit section).

Please contact us at 972.721.2535 if you have any questions!

- Contact and place a fraud alert with all 3 credit bureaus. You must request a copy of your credit report from each bureau. **We cannot process a report without at least one copy of your credit report.**
- Thoroughly read and complete the fraud packet. If the question does not pertain to you, do not leave it blank. Cross it out or write “N/A” on the line. You must notarize the last page of this packet. Your bank may do this.
- Submit completed original fraud packet, copies of credit reports along with any documentation that supports your fraud claim, such as collection notices and bills. **Any incomplete packets WILL NOT be processed and they will be mailed back to you, unprocessed. We do not hold any paperwork.**
- Please make copies of everything for your records. **We cannot make copies for you.** Once you return everything in to the police department, please allow 3-5 business days for the packet to be processed, a report number to be issued and a report to be ready for pick up.



**IRVING POLICE DEPARTMENT
FORGERY UNIT**

Criminal Justice Center - 305 N. O'Connor Road – Irving, Texas 75061
972.721.2535



Identity Theft Information and Affidavit

Identity Theft is defined as the theft or misuse of personal or financial identifiers in order to gain something of value and/or to facilitate other criminal activity. Identity Theft is a violation of the Texas Penal Code section 32.51 and is a State Jail Felony Offense.

The Irving Police Department is diligent in its efforts to apprehend and stop those individuals responsible for committing Identify Theft. This packet is essential in helping the investigator understand, evaluate, and ultimately bring your case to closure.

It is important that you take the time to complete this packet and return it to the Irving Police Department. Upon the return of your completed, signed, and notarized complaint form/affidavit, it will be assigned to a Financial Crimes Investigator and a case number will be assigned. However, if it is determined the Irving Police Department is not the appropriate agency to investigate your case or does not have the jurisdiction then the complaint form will be forwarded to the appropriate agency. You will be notified of the transfer of the affidavit.

The attached Identify Theft Affidavit is a sworn statement and will be used as evidence in court should an arrest be made. It is essential that the information you provide be accurate and true. The last two pages, the Personal Statement of Fact, are where you describe your case, and will initially serve as a summary. The Complaint Form and Personal Statement of Fact Affidavits must be signed in front of a Notary (see pages 11 & 12).

If you believe you are a victim of Identity Theft, you should take the following steps to protect yourself and your credit. The sooner you take action to limit the fraudulent use of your personal information, the easier it will be to correct any damage already done.

Contact the three major credit bureaus listed below and place a “fraud alert” on your credit or go to “annualcreditreport.com”

Credit Bureaus:

Equifax 1-800-525-6285

Experian 1-888-397-3742

Trans Union 1-800-680-7289

Upon receipt of your credit histories: review them for unauthorized accounts or lines of credit, work or home addresses that were not yours or are not yours, and any other information that is not yours.

Complete the attached Identity Theft Affidavit and return it with your credit histories and any other relevant documentation to the Irving Police Department.

Contact the Federal Trade Commission and make a report of Identity Theft.

Identity Theft Hotline 1-877-438-4338

http://www.consumer.gov/idtheft/

Contact the fraud department at each creditor, bank, or service where unauthorized credit was obtained.

If you believe your personal checks or bank account information has been compromised, you may need to contact the following organizations:

National Check Fraud Services 1-843-571-2143

TeleCheck 1-800-710-9898

CrossCheck 1-707-586-0551

Equifax Check System 1-800-437-5120

Make a copy of this entire packet for your records. Mail the completed Identity Theft Affidavit in its entirety to the Irving Police Department, Financial Crimes Unit at the above listed address. If you have questions concerning the Identity Theft Affidavit, please contact the Financial Crimes Unit at 972-721-2535.



IRVING POLICE DEPARTMENT - FORGERY UNIT
 Criminal Justice Center - 305 N. O'Connor Road – Irving, Texas 75061
 972.721.2535



IDENTITY THEFT COMPLAINT FORM

This form should be notarized and mailed to the above address along with copies of your credit reports as soon as possible. The information you provide will be used to understand what occurred, organize the investigative case, determine where evidence might be found, and determine what financial institutions should be contacted in the course of the investigation.

Date this form was filled out: _____

Complete Name (print): _____

Social Security #: _____ **Driver's License # and state:** _____

Date of Birth: _____

Home Address: _____

Home Telephone Number: _____ **Cell Phone Number:** _____

Employer: _____

Work Address: _____

Work Telephone Number: _____

Do you know the suspect? Yes No

If yes, what is their relationship to you: _____

Suspect Information: Name _____

Race _____ Sex _____ Date of Birth _____ Age _____ Ht. _____ Wt. _____

Address _____

1. 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 bank?) _____
- Was denied a loan.
- Was denied credit.
- Was sued for a debt I did not incur. (Which one?) _____
- Was not receiving bills regularly for a legitimate account. (Which one?) _____
- Other (Please explain) _____

2. What date did you first become aware of the identity crime? _____

3. When did the fraudulent activity begin? _____

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

8. 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 was 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 card 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.
- 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. (to whom?) _____
- My home was burglarized.
- My purse or wallet was stolen.
- My checkbook was stolen.
- 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: _____
- A legitimate purchase was made where my credit card was out of my sight. (where?) _____

- My personal information was given to a telemarketer or a 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: _____
- 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 on a web site.
- Online purchases were made using my credit card. (Through what company?) _____
- Personal information was included in an e-mail.
- I released personal information to a friend or family member.

15. Do you have any information on a suspect in this identity crime case? NO YES

How do you believe the theft occurred?

16. Please list all the banks that you have accounts with. Place an (*) by accounts that have fraudulent charges on them.

bank name - type of account - account number (checking, savings, borkerage, pension etc.) - fraud charges

17. Please list all the credit card companies and banks that you have credit cards with. Place an (*) next to accounts that have fraudulent charges on them.

18. Please list all the utility companies that you have accounts with. Place an (*) next to accounts that have fraudulent charges on them.

19. Please list all the financial institutions you have loans, leases, and mortgages from. Place an (*) next to accounts that have fraudulent charges on them.

Financial Institution - Type of account and account # (loan, lease, mortgage etc.) - Fraudulent charges?

20. Please list any merchants with whom you have credit accounts such as department stores, or retailers. Place an (*) next to accounts that have fraudulent charges on them.

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

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

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

- Equifax On what date? _____
- TransUnion On what date? _____
- Experian On what date? _____
- Your bank(s) Name of bank(s): _____
- Social Security Administration: _____
- Other (Please list): _____

24. Have you received your credit report from each of the three credit bureaus?

- 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.)

*** NOTE: YOUR CREDIT REPORTS MUST ACCOMPANY THIS FORM**

25. Have you contacted any financial institution concerning either legitimate or fraudulently opened accounts? If yes, please list:

Name of financial institution Phone number Person you spoke with

Remember to keep a detailed log of all your correspondence and contacts since realizing you were the victim of identity crime. Have all account statements, letters, correspondence, phone records, credit reports, and other documents regarding this case available for review by the detective. Also, please make a copy of this completed form for your records.



**IRVING POLICE DEPARTMENT
FORGERY UNIT
Victim's Law Enforcement Actions**



- I am am **not** willing to assist in the prosecution of the person(s) who committed this fraud.
- I am am **not** authorizing the release of any information to law enforcement for the purpose of assisting them in the investigation and prosecution of the person(s) who committed this fraud.
- I have have **not** reported the events described in this affidavit to other law enforcement agencies.
The other police agency did did **not** write a report.

In the event you have contacted another law enforcement agency, please complete the following:

Agency #1 _____

Officer/Agency personnel taking report: _____

Date of Report: _____ Report Number, if any: _____

Phone #: _____ E-mail address, if any: _____

Agency #2 _____

Officer/Agency personnel taking report: _____

Date of Report: _____ Report Number, if any: _____

Phone #: _____ E-mail address, if any: _____

Agency #3 _____

Officer/Agency personnel taking report: _____

Date of Report: _____ Report Number, if any: _____

Phone #: _____ E-mail address, if any: _____

