

**Kentwood Police Department**  
**4742 Walma Ave SE**  
**Kentwood, Michigan 49512**  
**(616) 698-6580**  
<http://www.ci.kentwood.mi.us>

## **REPORTING IDENTITY THEFT**

If you are the victim of identity theft and **one** of the following conditions are met, you may file a report with the Kentwood Police Department.

- You are a resident of the City of Kentwood, Michigan.
- You believe the crime of identity theft occurred within the City of Kentwood, Michigan.

## **INFORMATION NEEDED TO FILE AN IDENTITY THEFT REPORT**

A person filing an Identity Theft report with the Kentwood Police Department **must** complete an [Identity Theft Questionnaire](#) either at the time of reporting the incident or within three (3) days of starting the complaint process.

The link below has been provided to assist you in completing your questionnaire. It contains information on how to protect your identity in the future as well as additional links to the three major credit bureaus and various government agencies that should be notified if your identity has been stolen.

**[ID Theft - Do Not Become The Next Victim!!!](#)**

Comp.# \_\_\_\_\_

# KENTWOOD POLICE DEPARTMENT IDENTITY THEFT QUESTIONNAIRE



Return the completed questionnaire to the  
Kentwood Police Department Records  
Bureau, 4742 Walma Ave. S.E.,  
Kentwood, MI 49512  
within three days.

## PROCEDURES

1. Contact the involved financial institutions and request copies of their documents.
2. Fill out this form and return it to the investigating officer within 3 days. Bring all relevant documentation with you. **If you fail to return this packet within 3 days, the investigation shall be closed.**
3. Tell the officer if this report is being filed for documentation purposes only.

**Kentwood PD Complaint #:** \_\_\_\_\_ **Officer:** \_\_\_\_\_

Your Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Numbers: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security Number: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

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

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

Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Employer's Phone Number: (\_\_\_\_) \_\_\_\_\_

What is the best time/place to reach you? \_\_\_\_\_

How did you become aware of the identity crime? (Contacted by bank, credit company, credit statement, etc.)

\_\_\_\_\_

\_\_\_\_\_

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



Are you aware of any of your documents being stolen, copied or passwords compromised (i.e. stolen mail, credit cards, lost wallet, suspicious internet transactions)?

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Please list your authorized credit cards. Place an asterisk (\*) by accounts that have fraudulent charges on them.

Company	Account Number
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Please list all of the banks that you have accounts or loans with. Place an asterisk (\*) by accounts that have fraudulent charges on them.

Bank	Account Number
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Please list all of the utility companies that you have accounts with. Place an asterisk (\*) by accounts that have fraudulent charges on them.

Company	Account Number
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Please list all telephone, internet and other companies that you do business with on a regular basis. Place an asterisk (\*) by accounts that have fraudulent charges on them.

Company	Account Number
_____	_____
_____	_____
_____	_____

To the best of your knowledge, what identity crimes have been committed?

- Purchase(s) made using my credit card(s) or credit card number(s) without my authorization.
- Opening new credit card account(s) in my name.
- Opening utility and/or telephone account(s) in my name.
- Unauthorized withdrawals from my bank account.
- Opening new bank account(s) in my name.
- Taking out unauthorized loan(s) in my name.
- Unauthorized access to my securities or investment account(s).
- Obtaining government benefit(s) in my name.
- Obtaining employment in my name.
- Obtaining medical service(s) or insurance benefit(s) in my name.
- Evading prosecution for crime(s) by using my name.
- Check fraud using my name.
- Passport/visa fraud.
- Other: \_\_\_\_\_

Retracing your actions in recent months with regard to your personal information will assist in the investigation. What circumstances and activities have occurred in the last six months (include activities performed by you and on your behalf by a member of your family or friends)?

- \_\_\_\_\_ I carried my Social Security card in my wallet or purse.
- \_\_\_\_\_ I carried bank account password(s), PIN(s), or code(s) in my wallet or purse.
- \_\_\_\_\_ I gave out my Social Security number—To whom? \_\_\_\_\_
- \_\_\_\_\_ My mail, wallet, or purse was stolen or lost—When, where? \_\_\_\_\_
- \_\_\_\_\_ My mail was held at a post office or collected by another.
- \_\_\_\_\_ I went on vacation or traveling—When, where? \_\_\_\_\_
- \_\_\_\_\_ I didn't receive a bill—Type of bill, when expected? \_\_\_\_\_
- \_\_\_\_\_ I sent a payment that wasn't received.
- \_\_\_\_\_ Service people were in my home.
- \_\_\_\_\_ My garbage was taken by someone other than garbage company.
- \_\_\_\_\_ Credit cards and/or ATM receipts were discarded, but not shredded.
- \_\_\_\_\_ I made purchases on the internet.
- \_\_\_\_\_ I made a mail order or telephone purchase—Method of payment? \_\_\_\_\_
- \_\_\_\_\_ A charitable donation was made.
- \_\_\_\_\_ I won a prize.
- \_\_\_\_\_ I completed a membership application.
- \_\_\_\_\_ I applied for a loan, credit, etc.
- \_\_\_\_\_ I leased and/or rented a vehicle etc.
- \_\_\_\_\_ I opened a utility account.
- \_\_\_\_\_ I applied for a license, permit, etc.
- \_\_\_\_\_ My personal information was given to someone.
- \_\_\_\_\_ Other reasons that might explain the identity theft \_\_\_\_\_

Please explain in as much detail as possible, the circumstances of any checked item:

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Is your Social Security number or Driver's license number printed on your checks? \_\_\_\_\_  
If yes, list retailers' names where checks have been tendered:

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Have you written your Social Security number or Driver's license number on any checks  
in the last six months? \_\_\_\_\_  
If yes, list retailers' names where checks have been tendered:

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Do you own a business that may be affected by the identity crime? \_\_\_\_\_

Do you have any ideas of who may have committed the identity crime? \_\_\_\_\_

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How do you think the identity theft occurred? \_\_\_\_\_

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Please list any fraudulent documents obtained in your name: \_\_\_\_\_

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

_____ Your bank/creditors	Date notified _____
_____ Equifax (800)525-6285	_____
_____ TransUnion (800)680-7289	_____
_____ Experian (888)397-3742	_____
_____ Federal Trade Commission <a href="http://www.ftc.gov/idtheft/">http://www.ftc.gov/idtheft/</a>	_____
_____ Others (Please list) _____	_____

Have you requested a copy of your credit history? (When?) \_\_\_\_\_

**I declare under penalty of law that the information I have provided is true and correct to the best of my knowledge.**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

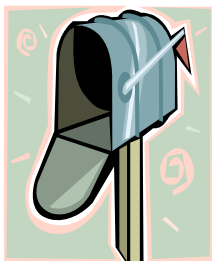
*Make a copy of this document for your records. Knowingly submitting false information on this form could subject you to criminal prosecution.*

*Information regarding the prevention of identity theft crimes is available from the Michigan Attorney Generals Office at:*  
<http://www.michigan.gov/ag/0,1607,7-164--80479--,00.html>



## How can I tell if I'm a victim of Identity Theft?

- Monitor the balances of your financial accounts. Make sure there are no unexplained charges or withdrawals.
- Other indications include:



- Failing to receive bills or other mail,
- Being denied credit for no apparent reason, or
- Receiving calls or letters from debt collectors or businesses about merchandise or services you did not buy.

## How can I prevent Identity Theft?

- Order your credit history from the three major credit bureaus (listed on the back of this brochure); make sure all the information is correct, at least once a year.
- Do not give personal information over the phone.
- Don't carry your SSN card in your purse or wallet.
- Secure personal information in your home.
- Guard your mail from theft. Deposit outgoing mail in post office collection boxes or at your local post office, rather than an unguarded mailbox. Remove mail promptly from your mailbox. If going on vacation, request a vacation hold on your mail.
- Carry only the identification, credit and debit cards you actually need.
- Place passwords on your credit cards, bank accounts and phone accounts. Avoid using easily accessible information (e.g., birth date, maiden name, last four digits of SSN or phone).

- When asked for your SSN ask:
  - Why do you need it?
  - How will it be used?
  - How do you protect it from being stolen?
  - What will happen if I don't give it to you?
- Pay attention to billing cycles. Follow up with creditors if bills do not arrive on time.
- Shred documents that contain personal information (e.g., bank statements, old checks, insurance bills, expired vehicle registrations and credit card bills).
- Cancel all unused credit card accounts. Don't assume the account is closed because you no longer use the credit card or have a zero balance.
- Don't write your PIN or other codes on the back of your credit cards.
- When ordering new checks, pick them up at the bank, rather than having them sent to your home mailbox.
- Be aware that many identity thefts are committed by family members.
- Do not send money via Western Union to people you don't know.
- Do not send money, checks or information out of the country to people you don't know.
- Never respond to lottery winner notifications.
- **REMEMBER:** IF IT SOUNDS TOO GOOD TO BE TRUE, IT PROBABLY IS!!!

IDENTIFICATION CARD	
Name _____	_____
Address _____	_____
City, State, Zip _____	_____
Phone _____	_____
Social Security # _____	_____
In case of emergency please notify	
Name _____	Phone _____

## What to do if you are a victim?

- Place a fraud alert on your credit reports by contacting the three major credit bureaus (see back page) and review your credit reports regularly.
- Close the accounts that you know, or believe, have been tampered with or opened fraudulently.
- File a report with your local police or the police in the community where the identity theft took place.
- File a complaint with the FTC and fill out an ID Theft Affidavit. (see back page)
- Create a personal log listing dates, times, places and names of people you notified.
- Create a file of all documents.

## Safe Computer Use

- Use a secure browser to guard the security of your online transactions.
- Update your virus protections software.
- Use firewall protection, especially if you use a high speed internet connection.
- When submitting information, look for the "lock" icon on the browser's status bar and the web address to read "https" to make sure your information is secure during transmission.
- Try not to store personal information on your laptop.
- Before disposing of a computer, delete all personal information.
- Do not download files or click on hyperlinks sent to you by strangers.



## Contact Information

### To report identity theft:

The Federal Trade Commission (FTC)

[www.ftc.gov/idtheft](http://www.ftc.gov/idtheft)

1-877-IDTHEFT

600 Pennsylvania Ave. NW., Washington D.C. 20580

### To request a vacation hold on mail:

U.S. Postal Service 1-800-275-8777

### The three major credit bureaus:

Equifax-[www.equifax.com](http://www.equifax.com)

1-800-525-6285

P.O. Box 740256, Atlanta, GA 30374

Experian-[www.experian.com](http://www.experian.com)

1-888-EXPERIAN

TDD: 1-800-972-0322

P.O. Box 2002, Allen, TX 75013

TransUnion-[www.transunion.com](http://www.transunion.com)

1-800-680-7289

Fraud Victim Assistance Department

P.O. Box 6790, Fullerton, CA 92834

### Free credit report annually:

Annual Credit Report.com

[www.annualcreditreport.com](http://www.annualcreditreport.com)

1-877-322-8228

TDD: 1-877-730-4104

### To replace a SSN card:

Social Security Administration-[www.ssa.gov](http://www.ssa.gov)

1-800-772-1213

### To opt out of prescreened credit offers:

[www.optoutprescreen.com](http://www.optoutprescreen.com)

1-888-5OPTOUT

TDD: 1-877-730-4105



KENTWOOD POLICE  
DEPARTMENT

"Excellence in Policing"

# IDENTITY THEFT

# ID THEFT

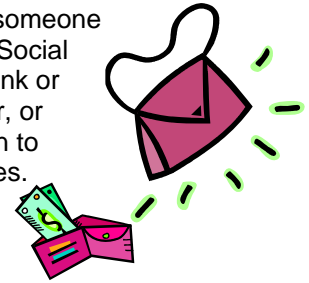
## DO NOT BECOME THE NEXT VICTIM!!!

KENTWOOD POLICE  
DEPARTMENT  
4742 Walma Ave SE  
Kentwood, MI 49512  
616-698-6580

"A Community Effort"

## What is identity theft?

Identity theft occurs when someone uses your name, address, Social Security number (SSN), bank or credit card account number, or other identifying information to commit fraud or other crimes.



## How your identity is stolen

- Getting information from businesses by:
  - Stealing records from their employer,
  - Bribing an employee who has access to the records,
  - Conning information out of employees, or
  - Hacking into the organization's computers.
- Rummaging through your trash.
- Stealing credit and debit card account numbers as your card is being processed.
- Stealing wallets or purses with identification cards inside.
- Stealing mail, including bank and/or credit card statements, pre-approved credit card offers, new checks, and tax information.
- Completing a "change of address form" to redirect your mail to another location.



- Scamming information by pretending to be a legitimate business or government official.
- Hacking into unsecured websites where transactions are made.