

- 2.** If your credit cards are lost or stolen, notify one of the three credit reporting agencies below. Ask that a “fraud alert” be put on your account. The agency you notify will notify the other two agencies.

www.equifax.com 1-800-525-6285

www.experian.com 1-800-397-3742

www.tuc.com 1-800-680-7289

Follow up with a letter—The address for each agency is on our website under “Helpful Resources.”

- 3.** Police Report: If your identity is stolen, it’s important to quickly file a police report with your local police department. Request copies of the police report, as you will want to provide them to your financial institutions.

LOCAL POLICE DEPARTMENT

PHONE NUMBER

- 4.** Credit Cards/ATM/Bank Accounts: If your information is lost or stolen, it is imperative to contact your financial institutions and keep good notes on the interaction. You can start keeping notes here and attaching any correspondence to this plan. Documentation is important!. Send a copy of the police report and a letter of authorization allowing the police to request your information.

FINANCIAL INSTITUTION/CREDITOR DATE CONTACTED NOTES/PERSON SPOKE TO

| FINANCIAL INSTITUTION/CREDITOR | DATE CONTACTED | NOTES/PERSON SPOKE TO |
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- 5.** Driver’s License/Non-Driver Photo ID: If your driver’s license is lost or stolen, you need to report it missing and complete a Misuse Form. PennDOT can access your information by your Social Security Number.

PennDOT – 1-800-932-4600

http://www.dmv.state.pa.us/identity_theft/dl_fraud.shtml

- 6.** Federal Trade Commission: It is important that you file a complaint and complete an ID Theft Affidavit.

1-877-IDTHEFT (1-877-438-4338) TTY—1-866-653-4261

www.consumer.gov/idtheft

The FTC database (Consumer Sentinel) is used by law enforcement agencies worldwide for investigations.

Filing your complaint may be instrumental in helping to solve your case.

- 7.** Passport: If your passport is lost or stolen, you need to file a report. The U.S. Department of State can access your information by your Social Security Number.

Contact the U.S. Department of State: (202) 955-0430

http://travel.state.gov/passport/forms/ds64/ds64_845.html

- 8.** Employer ID/Access Badge: If you work in a secure building and your badge is lost or stolen, you need to know who to contact. Record that information here.

BUILDING SECURITY

EMERGENCY PHONE NUMBER

- 9.** Social Security Administration: If your Social Security Number is lost or stolen, immediately contact the Social Security Administration.

1-800-772-1213 | TTY 1-800-325-0778

www.ssa.gov

Keep your Social Security Number in a different place than this form.

- 10.** Medical Insurance Card: If your medical insurance card is lost or stolen, report it to the plan administrator immediately. Record the information from your card in the space below.

PLAN ADMINISTRATOR

PHONE NUMBER

- 11.** Mail Fraud: For crimes involving mail, contact your local post office. The number can be found by going to <http://www.usps.com/postalinspectors/ifvictim.htm> or looking in the blue pages of your phone book under "United States Government, Postal Service."

Good record keeping is essential with all of the steps listed above! Record date of contact, names, phone numbers, discussion and action taken. Retain all original reports and supporting documents in a file.

Never keep your Social Security Number in your wallet.