Please read entire packet and follow instructions to complete this packet properly. **This packet should ONLY be completed if you are a victim of Identity Theft, Card Fraud, Forgery, or Account Fraud and have already obtained a police report number from the Mesa Police Department and desire prosecution. The requested information will be REQUIRED to assist in the assignment and investigation of your case. We recognize some victims are only interested in the correction of their credit report or need a police report number to provide their bank. Submit this packet only if you desire prosecution. It is important to understand in the event a suspect is identified and arrested and the case proceeds to court, you as the victim may be required to appear in court and testify.**

If you are a victim of one of these types of crimes and have not filed a report with the Mesa Police Department, you can do so by calling 480-644-2211. Online reporting may be available at [http://www.mesaaz.gov/residents/police/report-a-non-emergency](http://www.mesaaz.gov/residents/police/report-a-non-emergency). Once you obtain a report number, this fraud packet must be completed entirely and promptly returned to:

Mesa Police Department  
Attention Financial Crimes  
PO Box 1466  
Mesa, AZ 85211-1466

Please REMOVE cover pages 1-7 before submitting the fraud packet. Return the remainder of the packet with supporting documentation after making a copy for your records. This packet contains information to assist you in the correction of your credit and to help decrease the possibility of you being held responsible for debts incurred by the identity thief. This packet also includes information to help you obtain financial records related to fraudulent accounts and provide those records to law enforcement, without which, we cannot conduct an investigation. The packet provides information on your rights as a victim and may be useful even if you do not wish to assist in prosecution and are only trying to correct your credit or obtain a refund from your bank.

**IF THE PACKET IS NOT COMPLETED ENTIRELY OR IS MISSING SUPPORTING DOCUMENTATION, YOUR CASE WILL NOT BE INVESTIGATED.**

If you are NOT willing to prosecute, your case will NOT be investigated. THE COMPLETE PACKET MUST BE NOTARIZED AND MUST INCLUDE COPIES OF ALL PERTINENT DOCUMENTATION TO SUPPORT YOUR CLAIM THAT A CRIME HAS BEEN COMMITTED (EXAMPLE: Statement copies, front and back check copies, credit report, etc...). DO NOT include original documents as these items will not be returned.

DPM 3.1.100F2  
REV 3/2016
BANK ACCOUNT FRAUD INFORMATION

CONTACT THE BANK - If you are a victim of Bank Account Fraud (meaning your savings or checking account number (not debit card number) has been compromised, such as checks stolen, account number used to print checks with someone else’s information as the account holder, or unauthorized withdrawals not including debit card transactions) on an existing checking or savings account, you should do the following:

- Close the account that was used fraudulently immediately. If your account number has been compromised, the only way to prevent additional fraud is to close the account.
- Review your account and dispute any unauthorized transactions immediately.
- Obtain copies of the front and back of any fraudulent checks negotiated against your account as well as a copy of your bank statement showing the fraudulent transactions.

NOTE: If the fraud activity involved the theft of your identity for the creation of new bank or credit accounts, you should contact the financial institution and notify them of the identity theft and follow the instructions for identity theft victims.

DEBIT/CREDIT ACCOUNT FRAUD INFORMATION

CONTACT THE BANK- If your Debit/Credit Card or Card Number has been lost/stolen or compromised, you should do the following:

- Notify the financial institution to close the card immediately. (It is often not necessary to close your entire account if only your debit card number has been compromised, since the card does not contain your account number.)
- Ask your financial institution to issue a new debit/credit card number and a new PIN number (a new PIN is recommended in the event your prior number was compromised as well as the card number).
- Review your account and dispute any unauthorized transactions. Provide full card number which fraud occurred on as well as statement copies with all fraudulent transactions notated (please do not highlight since this does not show up easily when copied.) Fraudulent transaction information MUST include transaction dates (may differ from posting dates), time, location, and amounts. This may require you to contact your financial institution to obtain the requested information such as the transaction time which is often not listed on your statement.

IDENTITY THEFT VICTIM INFORMATION

You are a victim of identity theft if your personal identifying information has been used in a fraudulent manner (ex. opening fraudulent accounts, obtaining employment) without your permission. In identity theft cases it is often difficult to identify the suspect(s) as they use inaccurate information such as names, addresses, and phone numbers. Frequently the investigator cannot find evidence to
prove who actually used the victim’s name and/or personal information over the phone or internet. ***It is important to note that even if the suspect cannot be identified for prosecution, it will not affect your ability to correct the fraudulent accounts and remove them from your credit.*** When you report your identity crime to the Mesa Police Department, all of the relevant information from your case is entered into our database, which will allow us to cross-reference your report with potential suspects who are involved in or arrested in other cases. Follow the steps below if you have been a victim of identity theft.

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**STEP 1- CONTACT THE 3 MAJOR CREDIT BUREAUS AND FEDERAL TRADE COMMISSION-** Request a copy of your credit report to identify any fraudulent accounts. Request the credit bureaus place a “Fraud Alert” on your file indicating you have been the victim of identity theft. Merchants and financial institutions **MAY** opt to contact you directly before any new credit is established in your name.

Some states allow for a “Security Freeze” in which a PIN can be designated on your credit file and subsequently the PIN must then be given in order for credit to be extended. Ask the credit reporting bureau if your state is participating in the Security Freeze Program.

<table>
<thead>
<tr>
<th>Equifax</th>
<th>TransUnion</th>
<th>Experian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consumer Fraud Division</td>
<td>Fraud Victim Assistance</td>
<td>National Consumer Assist</td>
</tr>
<tr>
<td></td>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>800-685-1111</td>
<td>800-916-8800</td>
<td>888-397-3742</td>
</tr>
<tr>
<td>PO Box 241</td>
<td>PO Box 1000</td>
<td>PO Box 2104</td>
</tr>
<tr>
<td>Atlanta, GA 30374-0241</td>
<td>Chester, PA 19022</td>
<td>Allen, TX 75013-0949</td>
</tr>
</tbody>
</table>

[www.ftc.gov](http://www.ftc.gov) – file an identity theft complaint and locate additional useful information regarding identity theft such as sample dispute letters and fraud affidavits. You may also call 1-877-IDTHEFT.

[www.annualcreditreport.com](http://www.annualcreditreport.com) – provides one free credit report, per credit bureau agency, per year, with subsequent credit report available at a nominal fee.

[www.scamsafe.com](http://www.scamsafe.com) – provides useful information related to identity theft and indicates which states participate in the Security Freeze program.

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**STEP 2- CONTACT CREDITORS INVOLVED IN THE IDENTITY THEFT BY PHONE AND IN WRITING-** This step involves contacting all companies or institutions that provided credit or accounts to someone using your personal identifying information fraudulently. Some examples include banks, utility companies, cell phone companies, etc. The FACTA (see definition below) act allows identity theft victim’s to obtain copies of all records related to fraudulent accounts. You are then permitted to provide law enforcement copies of the records you received related to the fraudulent accounts; thereby allowing us to bypass the sometimes difficult process of obtaining subpoenas for the same information. It also allows you to request the information be made available to the Mesa Police Department. Provide creditors with a letter of dispute, an Identity Theft affidavit (some may require their own affidavit to be completed). If the creditor does not have an affidavit, one can be found online at [http://www.ftc.gov](http://www.ftc.gov) along with examples of letters of dispute. Your letter of dispute should request copies of any and all records related to the
fraudulent accounts be provided to you and made available to the Mesa Police Department. A request letter has been included for your use on page 7.

If new accounts have been opened in your name, please obtain and provide the following:
Credit reports showing accounts that are not yours (please do not highlight since this does not show up easily when copied).

A. Bills from utility accounts you did not open
B. Letters or documentation from creditors that contain:
C. Copies of applications for credit
D. How the account was opened (in person, over the phone, on the internet)
E. Where the account is being used (address of service, where any cards, bills, merchandise, or correspondence was mailed)
F. Any phone numbers associated with the fraudulent account
G. The name or employee number and phone number of any representatives you spoke with about the fraudulent accounts.

NOTE:
If your personal information was used by someone else to avoid a traffic ticket or any criminal prosecution, please contact the agency investigating the original crime.

FACTA (Fair and Accurate Credit Transactions Act of 2003) INFORMATION

The Fair and Accurate Credit Transactions Act (15 U.S.C. 1681g), also known as FACTA is an amendment to the Fair Credit Reporting Act, which was signed on December 4, 2003. The purpose of the amendment was to prevent identity theft and improve resolution of consumer disputes. Congress sought to provide victims with easy access to reliable information regarding the steps they should take to deal with identity theft.

FACTA requires business entities that provide credit to comply with certain rules and procedures with respect to reported cases of identity theft. The business entity must supply a copy of the business records that led to the fraudulent transaction(s) within 30 days after receipt of a request from a victim at no charge to the victim. The victim and any authorized federal, state, or local law enforcement agency investigating the identity theft may receive the records.

In order to receive a copy of the business records, the victim must provide the following to the business entity:

1. Proof of Identification (unless the business entity has a “high degree of confidence” in the identity of the victim):
   a. Government-issued identification card;
   b. Personal identifying information similar to what was provided to the business entity by the unauthorized person; and
   c. Information the business entity typically requires from new applicants.
2. Proof of a Claim of Identity Theft;
   a. A copy of a police report evidencing the claim;
   b. A copy of a standardized affidavit of identity theft developed and made available by the FTC; or
   c. An affidavit of fact acceptable by the entity for that purpose.

The request of the victim shall be in writing, mailed to the address specified by the entity, and include all information related to transactions that resulted in identity theft, if known by the victim including date or account or transaction number.

The business entity may decline to provide the information if it determines in good faith that:

   a. It does not have a high degree of confidence in knowing the true identity of the individual requesting the information;
   b. The disclosure of information is not required;
   c. The request for the information is based on a misrepresentation of fact by the individual requesting the information; or
   d. The information is “internet navigational data” about a visit to a website.

For full description of FACTA please visit the following website:

PERSONAL INFORMATION USED SOLELY FOR EMPLOYMENT:

- If you suspect someone is using your personal information for employment and there is no evidence of other identity fraud, please see the section for contacting the Social Security Administration under Additional Useful Information. **DO NOT** contact the employer as they may warn the suspect employee.

- IRS has jurisdiction over tax related matters and it may be unnecessary for you to complete this packet.

**HELPFUL HINTS:**

- Do not provide originals and keep copies of all documents related to the fraudulent matter reported.

- Keep a record or ledger of all activity related to the fraudulent matter (ex. Dates, phone numbers, contact person at the businesses, etc…).

**ADDITIONAL USEFUL INFORMATION**

Other entities you may want to report your identity theft to:

- **POST OFFICE** - If you suspect your mail has been stolen or diverted with a false change of address request, contact your local postal inspector. You can obtain the address and telephone number of the postal inspector for your area by visiting https://postalinspectors.uspis.gov/ or calling 800-876-2455.

- **SOCIAL SECURITY ADMINISTRATION** - If you suspect someone is using your social security number to obtain employment, contact the Social Security Administration's fraud hotline at 800-269-0271. Order a copy of your Personal Earnings and Benefits Estimate (PEBES) to check the accuracy of your work history on
file with the Social Security Administration. You can obtain a PEBES application at your local Social Security office or at http://www.ssa.gov.

✓ **INTERNAL REVENUE SERVICE** - the IRS Office of Special Investigations can be contacted at www.irs.gov to report false tax filings, potential criminal violations or the Internal Revenue Code and related financial crimes.

✓ **STATE DEPARTMENT** - If your passport has been stolen, notify the passport office in writing. You can obtain additional information from the State Department’s website at http://travel.state.gov/ or by calling 877-487-2778.

✓ **If you are contacted by a collection agency** - about a debt for which you are not responsible, immediately notify them you did not create the debt and that you are a victim of identity theft. Follow up with the collection agency and creditor in writing and include a copy of your police report, ID Theft affidavit, letter of dispute, and a copy of the FACTA Law (provided at the end of the fraud packet).

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**STEP 3- SUBMIT THE FRAUD PACKET AND COPIES OF ALL INFORMATION AND RECORDS RELATED TO THE FRAUD ACTIVITY** - Make sure to reference your police report number on all pages and copies submitted. The information can be hand-delivered to a local precinct or mailed to:

MESA POLICE DEPARTMENT
ATTN: FINANCIAL CRIMES UNIT
PO BOX 1466
MESA, AZ  85211-1466

**IF THE PACKET IS NOT ENTIRELY COMPLETED OR DOES NOT CONTAIN COPIES OF THE REQUIRED DOCUMENTATION, YOUR CASE WILL NOT BE INVESTIGATED.**

****You may be contacted by a detective ONLY if the document evidence you submit leads to the identification and prosecution of a suspect****

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PLEASE RETAIN THE FIRST 7 PAGES OF THIS PACKET FOR YOU RECORDS.

ONLY RETURN PAGES 8-13.
IDENTITY THEFT VICTIM’S REQUEST FOR FRAUDULENT TRANSACTION/ACCOUNT INFORMATION TO BE SENT TO CREDITORS (DO NOT RETURN WITH PACKET)

Made pursuant to § 609(e) of the Fair Credit Reporting Act (15 U.S.C. § 1681g), Civil Code § 1748.95 and Penal Code § 530.8.

ACCOUNT #:  
CLAIM #:  

I am a victim of identity theft. I am formally disputing a transaction or an account I have learned has been made, opened or applied for with you. I did not make this transaction or open or apply for this account and have not authorized anyone else to do so for me. You may consider this transaction or account to be fraudulent. Below is my identifying information. I have filed a report of identity theft with my local police department and a copy is attached. Under federal laws, creditors and other business entities must provide a copy of application and business transaction records relating to fraudulent transactions or accounts opened or applied for using an identity theft victim’s identity. As a victim, I authorize your release of the account information to the Mesa Police Department.

I am designating the agency listed below as an additional recipient of all account information and documents. I authorize the release of all account documents and information to the law enforcement agency designated below. I am requesting you provide copies of the following records related to the disputed transaction or account:

- Application records or screen prints of Internet/phone applications
- Statements
- Payment/charge slips
- Investigator’s Summary
- Delivery addresses
- Any other documents associated with the account
- All records of phone numbers used to activate and/or access the account

Name:  
Social Security Number:  
Address:  
Phone:  
Email Address:  

Employer:  
Phone:  

Designated Police Department: Mesa Police Department  
Report #:  
Address: PO Box 1466 Mesa, AZ 85211  Fax #: 480-644-5778

Designated Investigator: Financial Crimes Unit

Signed:  
Date:  

7
MESA PD REPORT # (REQUIRED) _____________________

PLEASE COMPLETE ALL SECTIONS COMPLETELY. RETURN COMPLETED PAGES PROMPTLY ALONG WITH SUPPORTING DOCUMENTATION AFTER MAKING A COPY FOR YOUR RECORDS: (If additional space is needed for any section, please attach additional pages.)

Name (first, middle, last) __________________________________________________________

Social Security Number ____________________________________________________________

Date of Birth ________________________ Driver License # ______________________________

Email Address _________________________________________________________________

Home Address __________________________________________________________________

Cell Phone # __________________________ Work Phone______________________________

Employer Name and Address ______________________________________________________

What type of crime has been committed against you?

______ #1- Identity Theft (CHOOSE FROM THE FOLLOWING 4 OPTIONS)

______ Fraudulent bank accounts or loans opened using my personal information
(MUST provide supporting documentation and full account number).

Bank Name __________________________ Full Account # ________________________________

Bank Name __________________________ Full Account # ________________________________

Fraud Claim/Report # (if applicable) ______________________________________________

______ Fraudulent credit card accounts (including store cards such as Home Depot,
Sears) opened using my personal information (MUST provide supporting documentation such as credit
report or account application and full account number).

Business __________________________ Full Account # ________________________________

Business __________________________ Full Account # ________________________________

Business __________________________ Full Account # ________________________________

______ Fraudulent utility accounts (electric, water, cable, phone) opened using my
personal information (MUST obtain full account number, service address and phone numbers related to
fraudulent accounts).
Employment obtained by someone using my personal information (MUST order a copy of your Personal Earnings and Benefits Estimate (PEBES) to check the accuracy of your work history on file with the Social Security Administration. You can obtain a PEBES application at your local Social Security office). **NOTE: IRS has jurisdiction over tax related matters.**

#2- BANK ACCOUNT FRAUD (Read all options before choosing)

Stolen checks negotiated against my checking account (MUST provide copies of front and back of all fraudulent checks and statement copies showing checks negotiated against the account. If checks were altered, please provide a copy of the original check as well).

Bank Name ___________________ Full Account #_________________________

Check #_________________ Amount ____________________
Check #_________________ Amount ____________________
Check #_________________ Amount ____________________
Check #_________________ Amount ____________________
Check #_________________ Amount ____________________
Check #_________________ Amount ____________________

Fraud Claim/Report # (if applicable) ________________________________

Was your signature forged on the stolen checks? YES _________ NO _________

Do you know who stole your checks? YES _________ NO _________

Please provide detailed explanation of how and when checks were stolen (ex. checkbook stolen during burglary, stolen out of the mail and altered, etc...). Suspect information can be provided on a later page.

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Fraudulent checks made using my checking account number (MUST provide copies of front and back of all fraudulent checks and statement copies showing checks negotiated against the account).

Bank Name ___________________ Full Account #_________________________
MESA PD REPORT # (REQUIRED) _____________________

Check #___________________ Amount ____________________
Check #___________________ Amount ____________________
Check #___________________ Amount ____________________

Fraud Claim/Report # (if applicable) ________________________________

_____ #3- UNAUTHORIZED WITHDRAWALS MADE FROM MY ACCOUNT, NOT INCLUDING DEBIT CARD TRANSACTIONS (MUST provide a copy of bank statements showing unauthorized withdrawals).

Bank Name __________________ Full Account #____________________________
Withdrawal Date__________________ Amount ____________________
Withdrawal Date__________________ Amount ____________________

Fraud Claim/Report # (if applicable) ________________________________

_____ #4- DEBIT/CREDIT ACCOUNT FRAUD (Read all options before choosing)

________ My debit/credit cards were lost or stolen (MUST provide a copy of bank statements showing fraudulent transactions to include transaction date, time, amount, and location). Provide the card number the fraud occurred on, not your new card # or bank account #.

Bank Name __________________ Full Card #______________________________
Bank Name __________________ Full Card #______________________________
Bank Name __________________ Full Card #______________________________

Fraud Claim/Report # (if applicable) ________________________________

________ I still have possession of my debit/credit card but my card number was used fraudulently (MUST provide a copy of bank statements showing fraudulent transactions to include transaction date, time, amount, and location). Provide the card number the fraud occurred on, not your new card # or bank account #.

Bank Name __________________ Full Card #______________________________

Fraud Claim/Report # (if applicable) ________________________________
What date did you become aware of the selected crime committed? _______________________

How did you become aware of the crime committed against you?
Please provide a detailed explanation (ex. contacted by bank, fraudulent transactions listed on bank statement, notified when attempting to open a new account, contacted by creditor, etc…)

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Do you have suspect information in the crime committed against you? Yes_____ No_____

If you know who committed the crime provide the following information:
NAME ___________________________ DATE OF BIRTH _______________________

ADDRESS _____________________________________________________________________

PHONE NUMBER ________________________________

RELATIONSHIP OF SUSPECT TO YOU ________________________________

Did you ever give the suspect permission to use your personal information, debit/credit cards, or bank account number for any reason? YES ___________ NO _______________

If you answered yes, please provide an explanation of what was authorized to be used and why-
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________
Provide a detailed explanation why you believe this person committed the crime:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

FRAUD AFFIDAVIT (**THIS AFFIDAVIT MUST BE NOTARIZED**)  

PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS:

Did you authorize anyone to use your name or personal information to seek employment, loans, goods or services? YES______ NO______

Did you receive any benefit, money, goods or services as a result of the crime committed against you? YES______ NO______

I **AM** willing to assist in the prosecution of the person(s) who committed the crime against me, even if the suspect is known to me? *(An answer of NO will result in this case not being investigated).* YES______ NO______

If you have reported this crime to any other law enforcement agencies, please provide the following information:

Agency Name- __________________________ Detective Name (if known) __________________________

Date of Report- __________________________ Report #- __________________________

Agency Name- __________________________ Detective Name (if known) __________________________

Date of Report- __________________________ Report #- __________________________
MESA PD REPORT # (REQUIRED) _____________________

I certify that, to the best of my knowledge and belief, all of the information on and attached to this affidavit is true, correct, and complete and made in good faith. I also understand that this affidavit or the information it contains may be made available to federal, state, and/or local law enforcement agencies for such action within their jurisdiction as deemed appropriate. I understand that knowingly making any false or fraudulent statement or representation to the government may constitute a violation of 18 U.S.C.1001 or other federal, state of local criminal statutes, and may result a fine or imprisonment, or both.

_____________________________________________  _______________________
(Signature)  (Date)

County of ___________________  State of _______________________

This instrument was acknowledged before me this _______ day of ________________,

, by _______________________________________________________.

_____________________________________________  _____________
(Notary Signature)  (Date)

Place Notary Seal Here

STOP

PLEASE RETAIN THE FIRST 7 PAGES OF THIS PACKET FOR YOU RECORDS. Attach all supporting documentation and return along with pages 8-13.