

## WHAT IS IDENTITY THEFT?

IDENTITY THEFT IS WHEN SOMEONE ELSE USES YOUR PERSONAL IDENTIFYING INFORMATION TO OBTAIN A CREDIT CARD, LOAN , OR ANY OTHER TYPE OF CREDIT OR SERVICE IN YOUR NAME, WHEN SOMEONE OBTAINS EMPLOYMENT USING YOUR INFORMATION, OR WHEN SOMEONE ELSE FILES A BANKRUPTCY CASE USING YOUR NAME OR SOCIAL SECURITY NUMBER.

## WHAT SHOULD YOU DO IF YOU ARE A VICTIM OF IDENTITY THEFT?

- FILE A POLICE REPORT IMMEDIATELY
- CONTACT ALL THREE CREDIT BUREAUS TO GET A COPY OF YOUR REPORTS AND TO PLACE FRAUD ALERTS
- CONTACT ALL OF YOUR CREDITORS, TO ADVISE THEM YOUR INFORMATION HAS BEEN COMPROMISED
- CLOSE ALL AFFECTED ACCOUNTS
- REQUEST THAT CREDITORS INDICATE THAT YOUR ACCOUNTS WERE "CLOSED BY CONSUMER'S REQUEST"
- HAVE CREDITORS CONTACT YOU BEFORE OPENING ANY NEW ACCOUNTS OR MAKING CHANGES TO YOUR EXISTING ACCOUNTS
- PASSWORD PROTECT ALL YOUR ACCOUNTS

## CHECK YOUR CREDIT AND PROTECT YOURSELF

REQUEST A CREDIT REPORT FROM EACH OF THE CREDIT BUREAUS:

EQUIFAX (800) 685-1111

EXPERIAN (888) 397-3742

TRANS UNION (800) 888-4213

**SHRED** PERSONAL INFORMATION

KEEP A LIST OF YOUR CREDIT CARDS AND BANK ACCOUNTS AT HOME, SAFELY LOCKED AWAY .

ORANGE COUNTY SHERIFF'S DEPARTMENT  
550 N. FLOWER ST., SANTA ANA, CA 92703  
P.O. BOX 449, SANTA ANA, CA 92702

**EMERGENCY  
DIAL 911**

# IDENTITY THEFT

A Quick Reference Guide



## ORANGE COUNTY SHERIFF'S DEPARTMENT

### PC 530.5: Unauthorized Use of Personal Identifying Information

(a) Every person who willfully obtains personal identifying information, as defined in subdivision (b), of another person without the authorization of that person, and uses that information for any unlawful purpose, including to obtain, or attempt to obtain, credit, goods, services, or medical information in the name of the other person is guilty of a public offense.

## HOW CAN YOU PROTECT YOURSELF FROM IDENTITY THEFT?

- DO NOT PROVIDE PERSONAL INFORMATION OVER THE PHONE, THROUGH THE MAIL, OR OVER THE INTERNET
- IF YOU RECEIVE A CALL CLAIMING YOU WON A PRIZE;
  - A) Do NOT provide/confirm personal information
  - B) Do NOT send ANY money
  - C) Do NOT provide any credit or banking information
- GUARD YOUR WALLET/PURSE:
  - A) Keep it close to your physical body at all times
  - B) Do NOT carry your PIN numbers
  - C) Do NOT carry your Passport or Visa
  - D) Do NOT carry more credit cards than you need
  - E) Do NOT carry your Social Security card or number
- KEEP YOUR MAIL PRIVATE AND SECURE:
  - A) Get a locking Mail Box OR.....
  - B) Use the U.S. Post Office for outgoing mail
  - C) Do NOT leave mail lying around in your home
  - D) Do NOT allow mail to pile up if you are away
  - E) HAVE NEW CHECKS DELIVERED TO YOUR **BANK** NOT TO YOUR HOME
- BE CAREFUL WITH PERSONAL INFORMATION AT HOME AND WHEN TRAVELING:
  - A) Use a telephone where your conversations cannot be overheard
  - B) Make sure no one is looking over your shoulder at ATM's or pay phones
  - C) Do NOT use a cell phone to provide personal information

## Contact Information For Victims of Identity Theft

- **Department of Motor Vehicles** - if there was fraud involving your driver's license  
[www.dmv.ca.gov](http://www.dmv.ca.gov)
- **Internal Revenue Service** - if someone committed tax fraud in your name  
[www.irs.gov](http://www.irs.gov)
- **Passport Office** - if there was fraud involving your passport  
<http://travel.state.gov/passport>
- **Social Security Administration** - if there was fraud involving your Social Security Number  
[www.saa.gov](http://www.saa.gov)
- **U.S. Postal Service** - if someone stole your mail or changed your mailing address  
[www.postalinspectors.uspis.gov](http://www.postalinspectors.uspis.gov)
- **U.S. Secret Service** - if someone committed credit card fraud in your name  
[www.secretservice.gov](http://www.secretservice.gov)
- **Federal Trade Commission** - to file complaints and to get information to repair your credit  
[www.ftc.gov](http://www.ftc.gov)

## Sample Letter to Collections Agency/Creditor

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

To Whom it May Concern,

I received your letter demanding payment of \$\_\_\_\_\_

I did not open this account or incur this unpaid balance. Someone, other than myself, wrongfully used my personal information to obtain a line of credit/services. Your company extended a line of credit/services to someone, other than myself. You are hereby notified that on this date \_\_\_\_\_, I filed an Identity Theft report with the Orange County Sheriff's Department. The case number is \_\_\_\_\_.

Thank you,

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Your OCSD Case Number Is:

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Your OCSD Investigator's Name:

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Your OCSD Investigator's Phone Number:

**OCSD ECONOMIC CRIMES MAIN LINE:  
OFFICE: 714-647-7486 | FAX: 714-647-7461**

Make a folder to keep all documents, (make copies of all documents) phone numbers, names of personnel you have spoken with, how you discovered, or were notified of becoming a victim, and any other pertinent information that you may acquire.

After you have filed a report with the OCSD, you will be given a case number, keep that number in your folder, as that will be your reference number when you talk to the Economic Crimes Detail. Once the report has been taken, it will take approximately 10 business days to reach the Economic Crimes De-tail. If you get further information in the mean time, please hold on to that information until you have contact with your assigned Investigator.

**TO OPT OUT OF RECEIVING PRE-SCREENED CREDIT CARD OFFERS,  
CALL 1-888-5-OPTOUT (1-888-567-8688).**