



## ***KCSO IDENTITY THEFT KIT***

This Kit will provide information to assist you in filing an Identity Theft report.

**If you have access to a computer with internet connection and a valid email address:**

- Go to the Kern County Sheriff's Website at [www.kernsheriff.com](http://www.kernsheriff.com)
- Click on the button labeled "Online Reporting"
- Read the introduction page, then select the appropriate online report.
- When you submit your report, you will be issued a Temporary Report Number.
- Your report will be reviewed by Sheriff's Office staff.
- Once the report is approved, a permanent Sheriff's Report Number will be issued, and you will receive an e-mail with a copy of the report attached.
- Mail your completed Identity Theft Kit, a copy of your report, and all supporting documents to:

Kern County Sheriff's Office  
1350 Norris Rd  
Bakersfield, California 93308  
**Attn: Financial Crimes Unit**

**Re:** (Your case number)

**If you do not have access to a computer with internet connection:**

- Complete the Identity Theft Kit.
- Call the Communications Center at (661) 861-3110 and a deputy will be dispatched to your home.
- Provide the deputy with the completed Identity Theft Kit and all supporting documents.



# ***KCSO IDENTITY THEFT KIT***

## **KERN COUNTY SHERIFF'S OFFICE**

Case Number: \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_  
(last) (first) (middle)

Making your way through the system as an identity theft victim can be a lengthy and confusing process. As you contact **law enforcement, creditors and financial institutions** it is **important** that you keep a record of each person you speak to. Include their name (first and last), ID number and phone number, along with the date and time you spoke with them.

You should also file an identity theft report with the Federal Trade Commission (FTC). The FTC can be reached at 877-438-4338 or [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft).

If you are reporting your Social Security Number was used to file federal taxes, or obtain employment, notify the Internal Revenue Service at <http://www.irs.gov> and the Social Security Administration at <http://www.ssa.gov>.

If the suspect used your Social Security Number to file taxes with the Franchise Tax Board, report the incident to <https://www.ftb.ca.gov>.

When your identity is stolen your personal information can be misused in a variety of different ways. It is important that you complete the following steps.

## STEP ONE

Now that you have obtained the Identity Theft Report, you should report the incident to the fraud department of the three major credit bureaus.

- Provide the report number to the credit bureau and ask for a “**fraud alert**” to be placed on your credit report.
- Order a copy of your credit report so you can review it to see if any additional fraudulent accounts have been opened in your name or if any unauthorized charges have been made to other accounts.
- Request a victim’s statement that asks creditors to contact you prior to opening new accounts or making changes to any existing accounts.

**Contact information for the three major credit bureaus is as follows:**

### **Equifax**

P.O. Box 740241

Atlanta, GA 303074-0241

To order your report: 1-800-685-1111

To report fraud: 1-800-525-6285

Fax: 800-255-0056

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

### **Trans Union**

Fraud Victim Assistance

P.O. Box 6790

Fullerton, Ca. 92634-6790

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

To order your report: 1-800-888-4213

To report fraud: 1-866-887-2673

Fax: 877-553-7803

### **Experian**

P.O. Box 9532

Allen, TX 75013

To order your report: 1-888-397-3742

To report fraud: 1-888-397-3742

Fax: 800-972-0322

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

## STEP TWO

- Contact the fraud department of each of your creditors.
- Get copies of the contract information for each of your credit accounts (credit cards, utilities, cable bills etc.) and call the fraud department of each credit account.
- Report the incident to each creditor, even if your account at that institution has not been tampered with. Close the accounts that you believe have been compromised.
- Make copies of the attached, **blank** Form A. You will need one for each creditor involved in the identity theft.
- Make copies of the Theft Kit cover page (front page of this kit). You will need one for each creditor involved in the Identity Theft.
- Complete one Form A for each creditor. **Form A is required to obtain those records needed to complete our investigation. Failure to submit Form A to the creditors, and obtaining the requested records, will result with our case being inactivated or unfounded.**
- Send a copy of both the completed Form A and the Identity Theft Report to each creditor and retain a copy for your records.
- **Remember** to keep a written record of each person you speak to. If they insist on using only their first name ask them for their employee number and obtain the phone number for that person. This includes each creditor, law enforcement officer and all others.

## **STEP THREE**

- Once all requested documents have been received, mail copies of your Sheriff's Office Identity Theft report, copies of each completed Form A, and copies of all documents received from your creditors, etc, to the following address:

**Kern County Sheriff's Office  
(Financial Crimes Unit)  
1350 Norris Rd  
Bakersfield, CA 93308**

**RE:** (your case number)

**\*\*If your area is serviced by a Sheriff's Office substation, use the correct Substation Address.**

- If a business tells you they can only send the information to the Sheriff's Office, provide them with the Sheriff's Office address.
- Make certain to remind all contacts to put YOUR Sheriff's Office case number on the envelope and at least one of the documents.
- Upon receipt of all the requested records, this department will evaluate your case for further investigation.
- If you have any problems with your creditors or the businesses providing the requested information, contact:

**State of California Department of Justice  
Office of the Attorney General  
P.O. Box 944255  
Sacramento Ca, 94244-2550  
(916) 322-3360  
(800) 952-5225**

If you have any problems or questions concerning the **Kern County Sheriff's Office Identity Theft Kit**, please call 661-391-7530, between **8AM to 4PM** any day of the week.

We have included an Identity Theft Victim's Worksheet for your convenience in documenting your contact with law enforcement and your creditors (Banks, Credit Card Issuers, Utility Companies, etc).

## **REMEMBER !!!!!**

Make **copies** of the blank Form A. You will need one for each business you have to contact.

Make a **copy** of the completed Form A **before** mailing it to each business. (You will need to provide a copy to the Deputy if you obtain and turn over copies of business records.)

If you have any questions please call (661) 391-7530 between **8AM and 4PM** any day of the week.

# **INFORMATION TO GET FROM BUSINESSES**

**A Criminal Investigation cannot be started until documentary evidence is submitted.**

Documentary evidence consists of the records that most businesses keep, which can be tracked AND provide useful leads (information) specific to the transaction.

## **Documentary Evidence includes:**

- Telephone caller ID information.
- Internet Protocol (IP) Address, time, date, and time zone of computer used to communicate over the internet.
- License Plates
- Signature Documents
- Business Notes documenting conversations, phone numbers, and names.
- Invoices, orders, other documents which show changes of address, telephone numbers, names, and ship to addresses or names.
- Bank account numbers, credit card or checking account numbers used in conjunction with the fraud.
- The purchase receipts and information which shows what was fraudulently purchased, where it was purchased and the date and time it was purchased.

## **Although still important in a investigation, Documentary Evidence IS NOT:**

- Surveillance video (unless you know the person in the photograph).
- The bill by which you discovered the fraud.
- The notice of payments due or account collections notice.
- Your credit report.

Documentary evidence must be requested by **YOU** from **EACH** business your account or personal information was used at. Some businesses will send the information to you directly, while others will only send it to the Sheriff's Office. **Be sure to:**

- **Clarify** with the business where they will send the information and when.
- Write down the name and direct phone number of the person you spoke to.
- Write down any reference number the business uses to track your claim.

To assist you, the Kern County Sheriff's Office has developed a Identity Theft Kit. This kit contains a **[Form A](#)** (click on the Identity Theft Kit link on the previous page) which you can send to each business to request the evidence. The kit also serves as a crime report and is only available by reporting the crime and receiving a case number. Also in the kit is a form to help you keep track of who you have been talking to. Be sure to mention to the business that you need any records that may include:

- Telephone caller ID information
- Internet Protocol (IP) Address, time, date, and time zone of computer used to communicate over the internet.
- Invoices, orders, or other documents which show changes of address, telephone numbers, names, and ship to addresses or names.
- Receipts

# FORM "A"

**Crime Victim Instructions: Complete this form and date it. Then send a copy of this form attached to a copy of the Kern County Sheriff's Office Identity Theft Report to each business that your information has been used.**

**Event Report #:** \_\_\_\_\_

## IDENTITY THEFT VICTIM'S REQUEST FOR FRAUDULENT TRANSACTION/ACCOUNT INFORMATION

Made pursuant to section 609(e) of the Fair Credit Reporting Act. (15 U.S.C. 1681g), California Financial Code sections 4002 and 22470, Civil Code section 1748.95 and Penal Code section 530.8

**TO:**

**FAX:**

**ACCOUNT NO.:**

**REFERENCE NO.:**

**FROM:** \_\_\_\_\_

I am a victim of Identity theft. I am formally disputing a transaction or an account that I have learned has been made, opened or applied for with you. I did not make this transaction or open or apply for 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 and California 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.

A copy of the relevant Federal and California law is enclosed. The victim is generally permitted to authorize your release of the account information to a specified law enforcement officer. I am designating the investigation listed below as additional recipients of all account information and documents. I authorize the release of all account documents and information to the law enforcement officer designated. I am requesting that you provide copies of the following records related to the disputed transaction or account:

Application records or screen prints of Internet/phone applications

Statements of charges, records of conversations, records of changes to accounts Payment/charge slips

Investigator's Summary

Delivery addresses with delivery dates or expected deliveries and description of products sent

Any other documents associated with the account including IP addresses and caller ID telephone number capture records. All records of phone numbers or computer IP addresses used to activate the account or used to access the account

**Name:**

**Social Security Number:**

**Address:**

**Phone:**

**Fax / E-mail Address:**

**Employer:**

**Phone:**

**Designated Police Department:** KERN COUNTY SHERIFF'S OFFICE Attn: Financial Crimes Unit

1350 Norris Rd Bakersfield CA 93308

**Fax:** 661-391-7416

**Signed:**

**Date:**

Note to Victim: If a business refuses to give you the fraudulent account information, please contact the California Office of Privacy Protection by phone at 866-785-9663 or 916-323-0637, email at [privacy@dca.ca.gov](mailto:privacy@dca.ca.gov), or by mail to Office of Privacy Protection, California Department of Consumer Affairs, 400 R Street, Suite 3000, Sacramento, CA 95814.

# Identity Theft Victim's Worksheet

K.S.C.O. Case Number: \_\_\_\_\_

Victim's Name: \_\_\_\_\_

Use the following worksheet to document reports filed with Law Enforcement.

Agency/Dept	Phone Number	Date Contacted	Contact Person	Report #	Comments
Kern County Sheriff's Office	661-861-3110				
Federal Trade Commission	1-877-438-4338 or <a href="http://www.ftc.gov/idtheft">www.ftc.gov/idtheft</a>				

Use the following worksheet to document all contact with your creditors affected by your identity theft.

Creditor	Address / Phone	Date Contacted	Contact Person	Date sent "Form A"	Comments

Please submit a copy of this worksheet to the Kern County Sheriff's Office with the documents you received from your "Form A" requests. If you need additional lines for your creditors or comments, you can add additional pages.