



# PASSPORT PROGRAM

RICHARD CORDRAY, OHIO ATTORNEY GENERAL

## INSTRUCTIONS FOR COMPLETING THE ID THEFT AFFIDAVIT

To make certain that you do not become responsible for the debts incurred by the identity thief, you must provide proof that you did not create the debt to each of the companies where accounts were opened or used in your name.

A working group composed of credit grantors, consumer advocates and the Federal Trade Commission (FTC) developed this *ID Theft Affidavit* to help you report information to many companies using just one standard form. Use of this affidavit is optional for companies. While many companies accept this affidavit, others require that you submit more or different forms. Before you send the affidavit, contact each company to find out if they accept it.

You can use this affidavit where a new account was opened in your name. The information will enable the companies to investigate the fraud and decide the outcome of your claim. (If someone made unauthorized charges to an existing account, call the company to find out what to do.)

This affidavit has two parts:

- ***ID Theft Affidavit*** is where you report general information about yourself and the theft.
- ***Fraudulent Account Statement*** is where you describe the fraudulent account(s) opened in your name. Use a separate *Fraudulent Account Statement* for each company you need to write to.

When you send the affidavit to the companies, attach copies (NOT originals) of any supporting documents (e.g., driver's license, police report) you have. Before submitting your affidavit, review the disputed account(s) with family members or friends who may have information about the account(s) or access to them.

Complete this affidavit as soon as possible. Many creditors ask that you send it within two weeks of receiving it. Delaying could slow the investigation.

Be as accurate and complete as possible. You *may* choose not to provide some of the information requested. However, incorrect or incomplete information will slow the process of investigating your claim and absolving the debt. Please print clearly.

When you have finished completing the affidavit, mail a copy to each creditor, bank or company that provided the thief with the unauthorized credit, goods or services you described. Attach to each affidavit a copy of the *Fraudulent Account Statement* with information only on accounts opened at the institution receiving the packet, as well as any other supporting documentation you are able to provide.

Send the appropriate documents to each company by certified mail, return receipt requested, so you can prove that they were received.

The companies will review your claim and send you a written response telling you the outcome of their investigation. Keep a copy of everything you submit for your records.

If you cannot complete the affidavit, a legal guardian or someone with power of attorney may complete it for you. Except as noted, the information you provide will be used only by the company to process your affidavit, investigate the events you report and help stop further fraud. If this affidavit is requested in a lawsuit, the company might have to provide it to the requesting party.

Completing this affidavit does not guarantee that the identity thief will be prosecuted or that the debt will be cleared.

DO NOT SEND AFFIDAVIT TO THE FTC  
OR ANY OTHER GOVERNMENT AGENCY



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If you have not already done so, report the fraud to the following organizations:

1. Each of the three national consumer reporting agencies listed below. Ask each agency to place a “fraud alert” on your credit report and send a copy of your credit file. When you have completed your affidavit packet, you may want to send them a copy to help them investigate the disputed accounts.
  - Equifax Credit Information Services, Inc.  
(800) 525-6285  
TDD: (800) 255-0056 and ask the operator to call the Auto Disclosure Line at (800) 685-1111 to obtain a copy of your report.  
P.O. Box 740241  
Atlanta, GA 30374-0241  
[www.equifax.com](http://www.equifax.com)
  - Experian Information Solutions, Inc.  
(888) 397-3742  
TDD: (800) 972-0322  
P.O. Box 9530  
Allen, TX 75013  
[www.experian.com](http://www.experian.com)
  - TransUnion  
(800) 680-7289  
TDD: (877) 553-7803  
Fraud Victim Assistance Division  
P.O. Box 6790  
Fullerton, CA 92634-6790  
[www.transunion.com](http://www.transunion.com)
2. The fraud department at each creditor, bank, or utility/service that provided the identity thief with unauthorized credit, goods or services. This would be a good time to find out if the company accepts this affidavit, and whether they require notarization or a copy of the police report.
3. Your local police department. Ask the officer to take a report and give you a copy of the report. Sending a copy of your police report to financial institutions can speed up the process of absolving you of wrongful debts or removing inaccurate information from your credit reports. If you can’t get a copy, at least get the number of the report.
4. The Federal Trade Commission (FTC), which maintains the Identity Theft Data Clearinghouse – the federal government’s centralized identity theft complaint database – and provides information to identity theft victims. You can visit [www.consumer.gov/idtheft](http://www.consumer.gov/idtheft) or call toll-free (877) ID-THEFT, [(877) 438-4338].

The FTC collects complaints from identity theft victims and shares their information with law enforcement nationwide. This information also may be shared with other government agencies, consumer reporting agencies and companies where the fraud was perpetrated to help resolve identity theft-related problems.

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# IDENTITY THEFT AFFIDAVIT

## VICTIM INFORMATION

1. My full legal name is:

\_\_\_\_\_  
First Middle Last Jr., Sr., III

2. (If different from above) When the events described in this affidavit took place, I was known as:

\_\_\_\_\_  
First Middle Last Jr., Sr., III

3. My date of birth is: \_\_\_\_\_  
Month/Day/Year

4. My Social Security number is: \_\_\_\_\_

5. My driver's license or state identification card number is: \_\_\_\_\_

6. My current address is:

\_\_\_\_\_  
Street City State ZIP

7. I have lived at this address since: \_\_\_\_\_  
Month/Day/Year

8. (If different from above) When the events described in this affidavit took place, my address was:

\_\_\_\_\_  
Street City State ZIP

9. I lived at the address in Item 8 from \_\_\_\_\_ until \_\_\_\_\_  
Month/Year Month/Year

10. My daytime telephone number is: (\_\_\_\_\_) \_\_\_\_\_

My evening telephone number is: (\_\_\_\_\_) \_\_\_\_\_

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## HOW THE FRAUD OCCURRED

Check all that apply for items 11-16:

- 11.  I did not authorize anyone to use my name or personal information to seek the money, credit, loans, goods or services described in this report.
- 12.  I did not receive any benefit, money, goods or services as a result of the events described in this report.
- 13.  My identification documents (for example, credit cards, birth certificate, driver’s license, Social Security card, etc.) were:

Stolen

Lost

On, or about: \_\_\_\_\_  
Month/Year

- 14.  To the best of my knowledge and belief, the following person(s) used my information (e.g., my name, address, date of birth, existing account numbers, Social Security number, mother’s maiden name, etc.) or identification documents to get money, credit, loans, goods or services without my knowledge or authorization:

\_\_\_\_\_  
 Name (if known)

\_\_\_\_\_  
 Name (if known)

\_\_\_\_\_  
 Address (if known)

\_\_\_\_\_  
 Address (if known)

\_\_\_\_\_  
 Phone number(s) (if known)

\_\_\_\_\_  
 Phone number(s) (if known)

\_\_\_\_\_  
 Additional information

\_\_\_\_\_  
 Additional information

- 15.  I do NOT know who used my information or identification documents to get money, credit, loans, goods or services without my knowledge or authorization.
- 16.  Additional comments (e.g., description of the fraud, which specific documents or information were used or how the identity thief gained access to your information).

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Attach additional pages as necessary.)

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## VICTIM'S LAW ENFORCEMENT ACTIONS

17. (check one)

- I am...                       I am NOT...

...willing to assist in the prosecution of the person(s) who committed this fraud.

18. (check one)

- I am...                       I am NOT...

...authorizing the release of this information to law enforcement for the purpose of assisting them in the investigation and prosecution of the person(s) who committed this fraud.

19. (check all that apply)

- I have...                       I have NOT...

...reported the events described in this affidavit to the police or other law enforcement agency.

The police...

- did...                       did NOT...

...write a report.

*In the event you have contacted the police or other law enforcement agency, please complete the following:*

Agency #1	(Officer/agency personnel taking report)
(Date of report)	(Report number, if any)
(Phone number)	(E-mail address, if any)
Agency #2	(Officer/agency personnel taking report)
(Date of report)	(Report number, if any)
(Phone number)	(E-mail address, if any)

## DOCUMENTATION

Please indicate the supporting documentation you are able to provide to the companies you plan to notify. Attach copies (NOT originals) to the affidavit before sending it to the companies.

20.  A copy of a valid government-issued photo-identification card (e.g., your driver's license, state-issued ID card, or your passport). If you are under 16 and don't have a photo ID, you may submit a copy of your birth certificate or a copy of your official school records showing your enrollment and place of residence.
21.  Proof of residency during the time the disputed bill occurred, the loan was made or the other event took place (e.g., a rental/lease agreement in your name, a copy of a utility bill or a copy of an insurance bill).
22.  A copy of the report you filed with the police or sheriff's office. If you are unable to obtain a report or report number from the police, please indicate that in Item 19. Some companies only need the report number, not a copy of the report. You may want to check with each company.

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**SIGNATURE**

I declare, under penalty of perjury, that the information I have provided in this affidavit is true and correct to the best of my knowledge.

\_\_\_\_\_  
(Signature) (Date Signed)

Knowingly submitting false information on this form could subject you to criminal prosecution for perjury.

\_\_\_\_\_  
(Notary)

[Check with each company. Creditors sometimes require notarization. If they do not, please have one witness (non-relative) sign below that you completed and signed this affidavit.]

Witness:

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

\_\_\_\_\_  
(Date) (Telephone Number)

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## FRAUDULENT ACCOUNT STATEMENT

### Completing this Statement

- Make as many copies of this page as you need. Complete a separate page for each company you're notifying and only send it to that company. Include a copy of your signed affidavit.
- List only the account(s) you're disputing with the company receiving this form. See the example below.
- If a collection agency sent you a statement, letter or notice about the fraudulent account, attach a copy of that document (NOT the original).

I declare (check all that apply):

- As a result of the event(s) described in the *Identity Theft Affidavit*, the following account(s) was/were opened at your company in my name without my knowledge, permission or authorization using my personal information or identifying documents:

Creditor name/address (the company that opened the account or provided the goods or services):	Account number:	Type of unauthorized credit/goods/services provided by creditor (if known):	Date issued or opened (if known):	Amount/value provided (the amount charged or the cost of the goods/ser- vices):
<b>EXAMPLE:</b> Example National Bank 22 Main Street Columbus, OH 22722	01234567-89	auto loan	01/05/2002	\$25,500

- During the time of the accounts described above, I had the following account open with your company:

Billing name: \_\_\_\_\_

Billing address: \_\_\_\_\_

Account number: \_\_\_\_\_

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