

## REPORT

**Credit Reporting Companies** – Notify Equifax, Experian, or Transunion that you are a victim and request a fraud alert be placed on your credit report. That company should notify the other two. A fraud alert is a simple note that lets creditors know someone may be fraudulently applying for credit with your information. Notify Innovis separately because it does not share information with the others at this time. During the phone call, if you have not already done so, request a free copy of your credit report. Request that the first 5 numbers of your Social Security Number be blocked from your credit report.

Agency	Phone Number/ Address	Date of Contact	Contact Person Name/Title	Notes of Conversation	Date Dispute Letter Mailed	Time
<a href="http://www.annualcreditreport.com">www.annualcreditreport.com</a>	not applicable		not applicable	not applicable		
<b>Equifax</b>	800-525-6285 P.O. Box 740241 Atlanta, GA 30374					
<b>Experian</b>	888-397-3742 P.O. Box 9532 Allen, TX 75013					
<b>Transunion</b>	800-916-8800 TransUnion LLC Consumer Dispute Center P.O. Box 2000 Chester, PA 19016					
<b>Innovis</b> <a href="http://www.innovis.com">www.innovis.com</a>	1-800-540-2505 P.O. Box 1358 Columbus, OH 43216					

**Federal Trade Commission (FTC)** –The FTC prefers that complaints be filed online; however, if you do not have computer access, you may file a complaint by telephone or mail. If you file a complaint online, you will be given a printed report that you can send to local law enforcement agencies, creditors, and credit reporting companies. Take the printed report to a notary public and sign it. That can act as your identity theft affidavit, if necessary.

FTC Complaint	Method of Contact	Date Contacted	Contact Person Name/Title	Notes of Contact	Report Taken	Copy Requested	Copy Received	Time
<p>Federal Trade Commission online form: <a href="http://www.ftc.gov/idtheft">www.ftc.gov/idtheft</a></p> <p>Phone: 877-438-4338 TTY: 866-653-4261</p> <p>Identity Theft Clearinghouse Federal Trade Commission 600 Pennsylvania Ave. NW Washington, DC 20580</p>	<input type="checkbox"/> online  <input type="checkbox"/> phone  <input type="checkbox"/> mail				<input type="checkbox"/> yes  <input type="checkbox"/> no	<input type="checkbox"/> yes  <input type="checkbox"/> no	<input type="checkbox"/> yes  <input type="checkbox"/> no	

**If you did not print your FTC complaint, complete an FTC ID Theft Affidavit:**  
[https://www.texasattorneygeneral.gov/files/id\\_theft/affidavit.pdf](https://www.texasattorneygeneral.gov/files/id_theft/affidavit.pdf)

**Local Law Enforcement – Notify your local police or sheriff’s department that you are a victim of identity theft/financial fraud. Ask to make a complaint. Request that an official written incident report be made, and ask for an official copy suitable for sending to creditors. If you have an identity theft affidavit or complaint report from the FTC, ask that a copy be attached to your police report.**

**You may encounter resistance. If so, be polite but firm. Advise each entity that you will provide additional information as it becomes available. If you are in Texas, you can politely remind an officer that Chapter 2 of the Texas Code of Criminal Procedure mandates that an identity theft report be taken in the place where the victim lives.**

Agency	Phone Number	Date Called	Contact Person Name/Title	Notes of Conversation	Report Taken	Copy Requested	Copy Received	Time
Local Police Department					<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	
County Sheriff’s Dept.					<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	
Other					<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	

FBI	Method of Contact	Date Contacted	Notes of Contact	Report Taken	Copy Requested	Copy Received	Time
Online complaint form for internet crimes only: <a href="http://www.ic3.gov">www.ic3.gov</a>	<input type="checkbox"/> online <input type="checkbox"/> phone <input type="checkbox"/> mail			<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	

**U.S. Postal Inspector – Make a report to the U.S. Postal Inspector only if you believe the United States mail was used to steal or abuse your identity. The Postal Inspection Service prefers that reports be made online; however, you may make a complaint by telephone or mail.**

Postal Inspector	Method of Contact	Date Contacted	Notes of Contact	Report Taken	Copy Requested	Copy Received	Time
Online complaint form: <a href="http://postalinspectors.uspis.gov/forms/idtheft.aspx">http://postalinspectors.uspis.gov/forms/idtheft.aspx</a>	<input type="checkbox"/> online <input type="checkbox"/> phone			<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	

Phone: 877-876-2455  Mail: Criminal Investigations Service Center ATTN: MAIL FRAUD 222 S. Riverside Plaza, # 1250 Chicago, IL 60606-6100	<input type="checkbox"/> mail						
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**Department of Motor Vehicles - If an identity thief has used your driver's license or obtained a license using your information, notify:**

Department of Motor Vehicles	Date Contacted	Notes of Contact	Report Taken	Copy Requested	Copy Received	Time
Texas - Execute DPS affidavit and take it to the nearest DPS office. A copy of the affidavit is available from VICARS.			<input type="checkbox"/> yes  <input type="checkbox"/> no	<input type="checkbox"/> yes  <input type="checkbox"/> no	<input type="checkbox"/> yes  <input type="checkbox"/> no	

**Your Bank and Check Verification Companies – If an identity thief has passed checks in your name or using your bank accounts, notify your bank and the major check verification companies. Ask your bank to change your account number and issue new checks. In Texas, ask your bank to place an alert in the Closed Account Notification System (CANS). Contact check verification companies to make a report of identity theft, and request that they notify retailers not to accept checks with the old account number on them. You may also be able to get a free annual credit report from these companies.**

Company	Address/Phone Number	Date Called	Contact Person Name/Title	Notes of Conversation	Date Letter Sent	Time
Telecheck	800-710-9898 P.O. Box 4451 Houston, TX 77210					

Certegy, Inc.	800-437-5120 11601 N. Roosevelt Blvd. St. Petersburg, FL 33716					
Check Rite	800-766-2748 P.O Box 66178 Chicago, IL 60666					
Chex Systems	800-428-9623 12005 Ford Rd. Dallas, TX 75234					
Your Bank						