

DATCP  
August 1, 2002

### STEPS TO PREVENT IDENTITY THEFT

- Give your Social Security number out only when necessary. Do not carry it on your person nor give it for identity purposes.
- Never carry extra credit cards, your social security card, birth certificate or passport in your purse or wallet unless needed.
- Never put social security numbers or telephone numbers on your checks.
- Never order from an Internet retailer using your credit card unless the site is secure.
- Cancel your account if your checks are stolen.
- Review your credit card statements and telephone bills, including cellular, for unauthorized charges.
- Never create passwords or PINs with easily traced information such as the last four digits of your social security number, telephone number, or mother's maiden name.
- Never give your credit card information over the phone unless you initiated the call and have a trusted business relation with the business you called.
- If your health care provider or pharmacist uses your social security number as your patient ID, ask for a different number.
- Pay attention to your billing cycles and contact your credit card company if your bills do not arrive on time.
- Never have new checks mailed to your home. Pick them up at the bank.
- Keep a list in a safe place of credit card numbers, account numbers, expiration dates, and phone numbers of customer service departments so you can contact them quickly if the need arises.
- Shred all personal and private information before disposing of it permanently.
- Get a copy of your credit report every year.

## STEPS TO RECOVER FROM IDENTITY THEFT

### POLICE REPORT:

- Immediately report the crime to your local police, preferably in person.
- Get a copy of the police report for inclusion in letters to those you must notify of the incident.
- Notify the FTC at 1-877-IDTHEFT (438-4338).

### CREDIT CARDS:

- Immediately notify your credit card companies by phone.
- Follow-up with written notification including a copy of the police report.
- The U.S. Secret Service has jurisdiction on credit cards. Notify your local field office.

### BANKS:

- Immediately report the crime to your banks.
- Alert them if any checks have been stolen.

### DRIVER'S LICENSE:

- Call the State Division of Motor Vehicle to report your driver's license stolen.

### SOCIAL SECURITY NUMBER

- Report fraudulent use of your social security number to the Social Security Administration at 1-800-269-0271.

### U.S. POST OFFICE

- Notify the local postmaster if you suspect a false address is being used and why is it being used.
- Contact the U.S. Postal Inspectors by telephone or through their web site [www.usps.gov/postalinspectors](http://www.usps.gov/postalinspectors).

### CREDIT REPORTING BUREAUS:

- Notify the three major credit bureaus by telephone and in writing at:
  - Equifax  
P.O. Box 740250  
Atlanta, Georgia 30374  
1-800-525-6285
  - Experian  
P.O. Box 1017  
Allen, Texas 75013  
1-888-397-3742
  - TransUnion  
P.O. Box 6790  
Fullerton, California 92634  
1-800-680-7289