

Instructions For Completing The Identity Theft Statement

If you have been a victim of identity theft, the Identity Theft Statement helps you notify financial institutions, credit card issuers and other companies that the identity theft occurred, tell them that you did not create the debt or charges, and give them information they need to begin an investigation. Make as many copies of the Statement as you will need to notify all affected companies. The identity theft statement consists of two parts:

Part One: Identity Theft Statement: This part asks for general information about you and the identity theft.

Part Two: Statement of Unauthorized Account Activity: This part asks you for specific information about accounts or activities. **Complete this section specifically for each company you're notifying, and send each company only the information that relates to accounts or activities with that company.**

Once you have completed and signed the Statement, attach copies (not originals) of any supporting documents you have (for example, transaction records, receipts, a police report). Keep a copy of everything that you are submitting, for your records.

Provide the completed Statement and attached documents to each financial institution, credit card issuer or other company that provided the identity thief with unauthorized credit or money. Send the documents by registered mail or courier, or deliver them in person, so that you can prove that they were received. The companies will review the information and will contact you to let you know the outcome of their investigation, or to obtain further information.

The statement and supporting materials will contain important information about you, so they should be kept in a safe place, and only shared with financial institutions, credit card issuers, other companies and law enforcement agencies that require the information.

Completing the identity theft statement does not guarantee that the identity thief will be prosecuted or that the debt or charges will be cleared. The identity theft statement helps you to notify the financial institutions, credit card issuers or other companies of what has happened, and provide information to help them investigate your claim. Through that investigation, each company will determine whether to absolve you of the charges or debt. Note that if you are seeking reimbursement for any loss, you may need to provide separate forms or documents, and reimbursement will be subject to applicable policies and account agreements.

This statement is ONLY intended for companies that give you credit and other services. Please do not send the identity theft statement to a government department or ministry.