



## EDEN PRAIRIE POLICE DEPARTMENT

To Identity Theft Victims:

Identity theft is the fastest growing crime throughout the country and the world. Here at the Eden Prairie Police Department, we are treating identity theft as seriously as we can. In an effort to assist you, we have created this file with step-by-step information and copies of forms that we hope will help you through the process. The choice is yours on how you use the information, but we hope you find this a helpful tool in stopping the theft of your identity from continuing—and placing alerts to keep you from becoming a victim again.

The most important action for you to take is to close down whatever accounts are being fraudulently used and stop new accounts from being opened in your name. This should be your main goal.

### Steps To Take as a Victim of Identity Theft

As a victim of an identity theft, you will need to take the following steps to enable you to begin the process of closing accounts and placing alerts:

- File a report of the theft, which you are doing now. You will be given a case number. This case number will be needed by virtually every credit bureau you contact and for every account you will be closing.
- Contact the accounts that have been compromised and close them down, whether it is a credit card, a checking account, or some other type of financial account. This is your responsibility and the sooner you do this, the sooner the suspect will be unable to use your identity and continue stealing from you and/or other businesses.

If you have accounts that were not compromised yet, you still should close them and re-open the accounts with new numbers or at least request a pass code.

- Next, contact the credit bureaus and place a **"FRAUD ALERT"** on your social security number or any other family member's number that may have been taken. This will help stop anyone from opening new accounts in your family's names. We can assure you that following this step has helped victims from suffering additional fraud. The three major credit bureaus to report to are:

- **Trans Union**  
PO Box 6790  
Fullerton, CA 92834-6790  
1-800-680-7289
- **Experian**  
PO Box 9532  
Allen, TX 75013  
1-888-397-3742
- **Equifax**  
PO Box 105069  
Atlanta, GA 30348-5069  
1-800-525-6285

To assist victims, the credit bureaus will now alert each other so you will usually only have to call one credit bureau. Let them know you would like a copy of your credit report so that you can verify that the information on it is true and correct.

If you find any account you did not open, be sure to contact the company that opened the account and close it down immediately.

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By calling the credit bureaus with the case number, they will place an alert for 90 days. However, if you follow up by mailing them a copy of the police report you are filing today, they will extend that alert to seven years.

- You can also **"FREEZE"** your credit reports as Minnesota State Law allows you to do this and you do not even have to be a victim to place a **"FREEZE"** on your credit reports. As a victim they do not charge for the **"FREEZE"**; however, if you are not a victim they may charge you \$5 for each placing, temporary lifting, or removing a **"SECURITY FREEZE"**.

To place a **"SECURITY FREEZE"** on your credit report you should send a written request to each of the three Credit Reporting Agencies by regular, certified or overnight mail at the addresses listed below:

➤ **Experian Security Freeze**

PO Box 9554  
Allen, TX 75013  
1-888-EXPERIAN (888-397-3742)  
<https://www.experian.com/freeze/center.html>

➤ **Equifax Security Freeze**

PO Box 105788  
Atlanta, GA 30348  
1-800-685-1111  
<https://www.freeze.equifax.com/Freeze>

➤ **TransUnion Security Freeze**

PO Box 2000  
Chester, PA 19022  
1-888-909-8872  
<http://www.transunion.com/securityFreeze.page>

- Next, request a copy of the police report you are filing with our department. A copy of our document request form is located on our department's website or they are available at our office. It is important to request this copy as soon as possible from our Records Unit because it can take up to 10 business days to receive a copy after the report is complete.

The main reason to request a copy is to send a copy to the credit bureaus so they lengthen the alert on your social security number from the 90 days to seven years. Each major credit bureau needs to be sent a copy of the police report. In addition, it's wise to keep a complete copy of this identity theft report with your own records. You can keep the copy right with this file folder. Keeping this report will assist you when you next apply for credit. If anything negative appears on your credit report from this time period, you will be able to clear it up with this report. You can send copies of your police report to the address listed on the Credit Bureaus Log included with this Identity Theft Document File.

- If checks were stolen, altered, or counterfeited, the businesses, banks, and/or individuals who have received these will need signed and notarized Affidavits of Forgery from you. In addition, if credit cards and/or debit cards were used, you may also need to sign Affidavits of Forgery for the victims of the dollar loss, as they will need these documents to file police reports in their jurisdiction. Examples of affidavits are enclosed with this file and you can make as many copies as you need of these. Remember, most times you will need to have your signature notarized on these forms.

### **Where Should the Police Report Be Filed?**

- If your identity is stolen from you and you do not know where it occurred, file the report in the city in which you live.
- If your purse or wallet was stolen and you know where it occurred, file the report in that city.
- The use of your personal information, including your checks and credit/debit cards, could happen throughout the metropolitan area. Those reports are usually (or should be) filed by the businesses, banks, or individuals that accepted these fraudulent documents. Although your name, social security number, or account information is being used, the location of the transaction determines where the report is filed. The victim of the dollar loss should be the one to file that report so that they can provide law enforcement with information (such as videos and witnesses) to follow up on.

## General Information

Keep a copy of all documents you receive and those you send out. If you would like to stop at our office we do have a folder you can use to store all your information together. You may need a copy of something later.

In addition, we also recommend that you contact the Federal Trade Commission and report it with them as they are considered the clearinghouse on identity theft. The FTC telephone number is 1-877-IDTHEFT (438-4338) TTY: 1-866-653-4261 or write to Identity Theft Clearinghouse, Federal Trade Commission, 600 Pennsylvania Avenue Northwest, Washington D. C. 20580.

Many times the people who have stolen your identity are not the same people using it. The main thing for you to know is you do not have to go from department to department to report the forgery end of this crime. Your responsibility is to report the theft and complete the affidavits so the victims of the loss (the people, businesses, or banks that accepted your stolen information) can file those reports.

If the usage of your personal information occurs here in the City of Eden Prairie we will definitely be able to follow up; however, if it is used outside the City of Eden Prairie, we will attempt to follow up on as many leads as possible. Since the usage of stolen items occurs in multiple jurisdictions, many of those crimes would be followed up by other agencies and these agencies may also contact you for information on how your name/account information was stolen and whether or not you reported it. Again, it is good to keep track of this information and log it in your records log. It is also a good idea to let other police agencies know if you are contacted that there are other agencies involved as we do work together on these crimes.

If you are the victim of IRS fraud, please see the IRS government website at <http://www.irs.gov/Individuals/Identity-Protection> for IRS fraud forms and further information.

Our hope is that some of this information will be of help to you. Included in this document file is a brochure that contains excellent Web sites to give you even more information; however, if you have any questions along the way to clearing your name, please contact us for assistance.

Sincerely,

Eden Prairie Police Department

Revised: 1-2016



# EDEN PRAIRIE POLICE IDENTITY THEFT REPORT FORM

Please complete the requested information below as it applies to your situation. The information will be used to file a police report.

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## VICTIM INFORMATION (Your Information)

NAME - Last : \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Home Address: \_\_\_\_\_

Phone Number –Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_

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## OFFENSE (How was your identity stolen?)

Please check all that apply to the type of account opened or used fraudulently:

- Credit or debit card
- Securities accounts (405K, Stocks, etc.)
- Driver's License
- Internet account or e-mail
- Tax Return
- Telephone or Wireless Account
- Checking or Savings Account
- Utilities Account (Electric, Gas, Cable, etc.)
- Loans
- Social Security Number
- Other

Please provide a brief description of what occurred:

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Date you became aware of the identity theft: \_\_\_\_\_

When did the fraudulent activity begin: \_\_\_\_\_

Is the account jointly held with some else?  Yes  No

If so, please provide:

NAME - Last : \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

DOB: \_\_\_\_\_

Please list credit card, bank or business names along with account numbers that the fraudulent activity occurred:

Name of Opened Accounts ( <i>example: US Bank checking account</i> ): _____
Account Number: _____
Date, Time, Location and Dollar Amount of Fraudulent Transactions: (If known, please include time zone: Eastern, Central, Mountain, Pacific) ( <i>Example 05-14-2015 at 2:23 p.m. Eden Prairie Walmart for \$90.97</i> ) _____ _____

Name of Opened Accounts ( <i>example: US Bank checking account</i> ): _____
Account Number: _____
Date, Time, Location and Dollar Amount of Fraudulent Transactions: (If known, please include time zone: Eastern, Central, Mountain, Pacific) ( <i>Example 05-14-2015 at 2:23 p.m. Eden Prairie Walmart for \$90.97</i> ) _____ _____

Name of Opened Accounts ( <i>example: US Bank checking account</i> ): _____
Account Number: _____
Date, Time, Location and Dollar Amount of Fraudulent Transactions: (If known, please include time zone: Eastern, Central, Mountain, Pacific) ( <i>Example 05-14-2015 at 2:23 p.m. Eden Prairie Walmart for \$90.97</i> ) _____ _____

*For additional account fraud, please add a supplemental page.*

Have you contacted the company where the fraud has occurred?  Yes  No

If Yes, date contacted: \_\_\_\_\_

If you have contacted the company, did they close your account?  Yes  No

Did the company provide you with any kind of reference number(s)?  Yes  No

If Yes, please provide: \_\_\_\_\_

Was the company able to credit you if there was a loss of money?  Yes  No

***For officers to file a complete report, please provide copies of statements showing the fraudulent accounts or account activity.***

***For more information please see our Identify Theft Letter.***



**CITY OF EDEN PRAIRIE POLICE DEPARTMENT**  
 8080 Mitchell Road  
 Eden Prairie, MN 55344  
 Office: (952) 949-6200 ♦ Fax (952) 949-6203

# General Data Access Request

## Government Data Practices Act

State laws regulate the release of government and law enforcement data. Minnesota Statute §13.02 subd 3(c) states: "if the responsible authority or designee is not able to provide copies at the time a request is made, copies shall be supplied as soon as reasonably possible."

The Eden Prairie Police Department processes requests as timely as we can and our turnaround time is dependent on the classification and status of the data being requested. If you need the information by a specific date, please indicate: \_\_\_\_\_. Every effort will be made to meet your request.

- **Public Information:** Public data is releasable without a signed authorization.
- **Private Information:** A Signed Authorization is required when the data contains private information about the requestor or their minor child. Proof of identity is required for private data release.

REQUESTOR									
<i>If requesting public data, the Requestor information is optional and is for the sole purpose of facilitating your request. Not providing this information will remove our ability to contact you to clarify your request or notify you of extra costs or delays, work with you to obtain exactly the information you need, or notify you that your request is complete.</i>									
<b>Requested By</b>	<b>Date of Request</b>								
<b>Street Address</b>	<b>City, State Zip</b>								
<b>Day Phone:</b>	<b>Evening Phone:</b>								
REQUEST									
<b>DESCRIPTION OF INFORMATION REQUESTED:</b> <input type="checkbox"/> <b>Police Report – Case Number</b> and/or Date and Location of Incident: _____ Please indicate type of police report: <b>Type:</b> <input type="checkbox"/> Crash Report <input type="checkbox"/> Burglary/Theft <input type="checkbox"/> D.W.I./Drug <input type="checkbox"/> Assault <input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> <b>Notarized Name Search Letter – Full name, including middle name, date of birth, and Eden Prairie address are required - (may contain private data – signature and verification of ID required)</b> _____ <input type="checkbox"/> <b>911 Audio Transcript (*Fee: \$25/hour, minimum 1 hour. Prepayment required.)</b> <input type="checkbox"/> <b>Other</b> (please explain and be <b>as specific</b> as possible – use back of form if needed) – <i>Certain specialized requests may incur additional costs. Requestor will be notified prior to processing request:</i> _____ _____								
<input type="checkbox"/> Will pick up — Please call me when request is ready at phone # _____ <input type="checkbox"/> Please mail to me at : _____									
<b>Signed Authorization and Date of Birth (if requesting private data)</b>	<b>Date</b>								
<b>Office Use Only:</b> <b>ID Verified (if request is for private data?)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No By _____ Date Received: _____ Date Reviewed: _____ Date Released: _____ Request Reviewed By: _____ Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No Special Instructions for Release: <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Requestor Must Show Valid I.D.</td> <td style="width: 50%;"><input type="checkbox"/> Document picked up.</td> </tr> <tr> <td><input type="checkbox"/> Requestor Must Sign Form</td> <td>Released by: _____</td> </tr> <tr> <td><input type="checkbox"/> No Fee <input type="checkbox"/> Fee =</td> <td><input type="checkbox"/> Document sent via US Mail</td> </tr> <tr> <td><input type="checkbox"/> Return signed form to Records</td> <td>By: _____</td> </tr> </table>		<input type="checkbox"/> Requestor Must Show Valid I.D.	<input type="checkbox"/> Document picked up.	<input type="checkbox"/> Requestor Must Sign Form	Released by: _____	<input type="checkbox"/> No Fee <input type="checkbox"/> Fee =	<input type="checkbox"/> Document sent via US Mail	<input type="checkbox"/> Return signed form to Records	By: _____
<input type="checkbox"/> Requestor Must Show Valid I.D.	<input type="checkbox"/> Document picked up.								
<input type="checkbox"/> Requestor Must Sign Form	Released by: _____								
<input type="checkbox"/> No Fee <input type="checkbox"/> Fee =	<input type="checkbox"/> Document sent via US Mail								
<input type="checkbox"/> Return signed form to Records	By: _____								





## ANNUAL CREDIT REPORT

Once a year as a resident of Minnesota, you have the right to a copy of your credit report from the three major credit reporting agencies. You can request this information by one of the following three methods:

1. On-line: [www.annualcreditreport.com](http://www.annualcreditreport.com)
2. By telephone: 1-877-322-8228
3. By mail: Annual Credit Report Request Service  
P.O. Box 105281  
Atlanta, GA 30348-5281

The general public is encouraged to do this to help catch any fraud which may be occurring without your knowledge. The sooner fraud is stopped, the dollar loss should be less and everyone will gain from this.

### MINNESOTA IDENTITY THEFT FREEZE LAW

The Minnesota Identity Theft Freeze Law was the second proactive step given to the general public to help protect your credit.

To place a **"SECURITY FREEZE"** on your credit report you should send a written request to each of the three Credit Reporting Agencies by regular, certified or overnight mail at the addresses listed below:

#### Experian Security Freeze

PO Box 9554  
Allen, TX 75013  
1-888-EXPERIAN (888-397-3742)  
<https://www.experian.com/freeze/center.html>

#### Equifax Security Freeze

PO Box 105788  
Atlanta, GA 30348  
1-800-685-1111  
<https://www.freeze.equifax.com/Freeze>

#### TransUnion Security Freeze

PO Box 2000  
Chester, PA 19022  
1-888-909-8872  
<http://www.transunion.com/securityFreeze.page>

Information on this important law which became effective on August 1, 2006 can be found on the Minnesota Attorney General's website under Identity Theft. [www.ag.state.mn.us](http://www.ag.state.mn.us)

#### **EDEN PRAIRIE POLICE DEPARTMENT INFORMATION ON IDENTITY THEFT**

[www.edenprairie.org](http://www.edenprairie.org) Police Department/ Forms/Identity Theft