

Instructions for Completing the ID Theft Affidavit

In order to review your ID theft claim, it will be necessary for you to provide the information requested in this affidavit within 30 days of receipt. The information will enable us to review your claim and any related debt to us.

When you send us your affidavit, attach copies (NOT originals) of any supporting documents (for example, driver's license or police report).

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. The information you provide will be used by us to process your affidavit, investigate the events you report, and help stop further fraud. However, we may be required to provide this information to other parties related to this matter such as law enforcement members and government officials.

Please note; As part of this process, we will seek to verify the information you provide including any police reports filed. False information provided to the police or to the University may be reported to the U.S. Department of Education's Office of Inspector General for possible fraud investigation and prosecution.

If you haven't already done so, report the fraud to the following organizations:

1. Any of the nationwide consumer reporting companies to place a fraud alert on your credit report. Fraud alerts can help prevent an identity thief from opening accounts in your name. The company you call is required to contact the other two, which will place an alert on their versions of your report, too.

- **Equifax:** 1-800-525-6285;
www.equifax.com

- **Experian:** 1-888-EXPERIAN
(397-3742); www.experian.com

- **TransUnion:** 1-800-680-7289;
www.transunion.com

In addition to placing the fraud alert, the three consumer reporting companies will send you free copies of your credit reports, and, if you ask, they will display only the last four digits of your Social Security number on your credit reports.

2. The security or fraud department of each company where you know, or believe, accounts have been tampered with or opened fraudulently.

3. The Federal Trade Commission (FTC). By sharing your identity theft complaint with the FTC, you will provide important information that can help law enforcement officials across the nation track down identity thieves and stop them. The FTC also can refer victims' complaints to other government agencies and companies for further action, as well as investigate companies for violations of laws that the FTC enforces.

You can file a complaint online at www.consumer.gov/idtheft.

If you don't have Internet access, call the FTC's Identity Theft Hotline, toll-free:
1-877-IDTHEFT (438-4338);
TTY: 1-866-653-4261;

or write:

Identity Theft Clearinghouse, Federal Trade Commission, 600 Pennsylvania Avenue, NW, Washington, DC 20580.

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

ID 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 _____
(day/month/year)

(4) My Social Security number is _____

(5) My driver's license or identification card state and number are _____

(6) My current address is _____

City _____ State _____ Zip Code _____

(7) I have lived at this address since _____
(month/year)

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

City _____ State _____ Zip Code _____

(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 (____) _____

My email address is

Please provide (5) specimens of your signature in the space below in the presence of a Notary:

1) _____

2) _____

3) _____

4) _____

5) _____

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 loans/funds, goods or services described in this report.
- ☐ (12) I did not receive any benefit, loans/funds, 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 _____.
(day/month/year)
- ☐ (14) To the best of my knowledge and belief, the following person(s) used my information (for example, 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 (if known)

Additional information (if known)

- ☐ (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: (For example, description of the fraud, which documents or information were used or how the identity thief gained access to your information.)

(Attach additional pages as necessary.)

Victim's Law Enforcement Actions

- (17) Please complete the following information regarding the police report filed regarding this matter. Claims will not be considered without this information.

_____ (Agency #1)	_____ (Officer/Agency personnel taking report)
_____ (Date of report)	_____ (Report number, if any)
_____ (Phone number)	_____ (email address, if any)
_____ (Agency #2)	_____ (Officer/Agency personnel taking report)
_____ (Date of report)	_____ (Report number, if any)
_____ (Phone number)	_____ (email address, if any)

Documentation Checklist

Please attach copies (NOT originals) of the following information.

- (18) A copy of a valid government-issued photo-identification card (for example, your driver's license, state-issued ID card or your passport).
- (19) Proof of residency during the time the disputed bill occurred, the loan was made or the other event took place (for example, a rental/lease agreement in your name, a copy of a utility bill or a copy of an insurance bill).
- (20) A copy of the report you filed with the police or sheriff's department.

Signature

I certify that, to the best of my knowledge and belief, all the information on and attached to this affidavit is true, correct, complete, and made in good faith. I also understand that this affidavit or the information it contains may be made available to federal, state, and/or local law enforcement agencies for such action within their jurisdiction as they deem appropriate. I understand that knowingly making any false or fraudulent statement or representation to the government may constitute a violation of 18 U.S.C. §1001 or other federal, state, or local criminal statutes, and may result in imposition of a fine or imprisonment or both.

(Signature)

(Date signed)

(Notary)