

Theft of Identity Packet

This information is intended to assist you in the procedures you must follow when reporting the theft of your identity.

You must provide us with the following items:

1. A valid form of picture identification (color copy). (Such as a valid driver's license, state I.D. card, passport)
2. Documentation that shows us your identity has been compromised. Some examples are credit reports, checks, or credit applications.
3. Complete our Identity Theft Form. You **MUST** provide the information listed below.
 - Offense location (**Must have occurred within the city limits of Dallas**)
 - Date of offense
 - Name and phone number of each witness. This is especially true for the person who can identify the suspect.

At a later date you may be required to appear in person at the Financial Investigations Unit's office located at 1400 S. Lamar St. 4th Floor Dallas, Texas 75215, where you would be required to provide us with your thumbprint, allow us to take your picture, and sign a sworn affidavit.

If you have additional questions regarding this matter, please contact our Forgery Squad at 214-671-3543 between the hours of 7:00 a.m. and 5:00 p.m. CST.

IDENTITY THEFT COMPLAINT FORM
DALLAS POLICE DEPARTMENT – FORGERY SQUAD
 1400 S. Lamar St., 4th Floor
 DALLAS, TEXAS 75215
 PHONE 214-671-3543

***This information must be included.**

Email: forgery-dpd@dallascityhall.com

*1. Complainant's Name	Complainant's Race/Sex/D.O.B.
Complainant's Address _____ _____	*Home Phone _____
	*Work Phone _____
	Cellular Phone _____
	Email: _____
What is your Social Security Number?	What is your Drivers License Number? *Please include a color copy of your identification.
How were you notified that your identity was used? _____ _____ _____ _____	
*What was the date your identity was first used? _____	
*2. Identity used to:	
Obtain Credit/Card/s	<input type="checkbox"/> Go to # 3
Open Checking Account/s	<input type="checkbox"/> Go to # 4
Counterfeit Checks	<input type="checkbox"/> Go to # 5
3. If Used to Open Credit / Cards:	
How was Credit applied for:	
In Store <input type="checkbox"/>	if so, what is the address of the store _____
By Mail <input type="checkbox"/>	} Where were Credit cards sent: _____
By Phone <input type="checkbox"/>	
By Internet <input type="checkbox"/>	
Your address, to another address, if another address, _____	
What is that address? _____	
If in a Store, who is teller or clerk who handled transaction: Name/phone number _____	
Can they identify the suspect?	Does the store have video?
*Do you have a copy of the credit card application?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
*Do you have copies of your credit report?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
*Do you have documentation showing your information was used?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
*YOU MUST PROVIDE ONE OF THESE ITEMS IN ORDER TO FILE A REPORT	

4. If to Open a Checking Account:

How was account opened:

In person If so, what is the Bank and the address where the account was opened: _____

By phone } what address were the checks sent to: _____
By Internet

If account opened in person who was the teller who handled the transaction: Name and contact phone number: _____

identify the Suspect? Can they
 Yes No

5. Counterfeit checks:

What information was used:

Name Address Drivers License Other _____

Was information printed on the checks? Yes No

Where was the check presented? Name and address of the Business : _____

Who is the teller? Name and contact phone number. _____

Can they Identify the suspect? Yes No

Does the Business have video tape? Yes No

Was Identification presented? Yes No

If so was it a: Drivers License/State issued Identification card Number _____
State _____
 Alien registration Card Number _____
 Social Security Card Number _____
 Other type of identification What _____

6. Suspect information:

Name

Race / Sex / Age / Ht / Wt / Eyes / Hair / Clothes

Do you know the suspect? Yes No if Yes, what is their name and information: _____

Has your information been used more than once? Explain

Is there any additional information you would like the Detective to have? Explain