



ROANOKE POLICE DEPARTMENT

Jeff Williams
Chief of Police

Hello,

You might be reading this letter because you have identified yourself as a victim of Identity Theft/Fraud:

Section 32.51 of the Texas Penal Code (Fraudulent Use or Possession of Identifying Information) states: "(b) A person commits an offense if the person obtains, possesses, transfers, or uses identifying information of another person without the other person's consent and with intent to harm or defraud another."

Identity Theft and related offenses, such as Credit/Debit Card Abuse and Forgery, are among the fastest growing crimes in the nation. The Roanoke Police Department is a value driven organization committed to excellence. That is why we have partnered with the community to make Roanoke a better place to live, visit, and conduct business. In accordance with this philosophy, please understand that we are here to help lessen the emotional and financial impact of these crimes on you and your family.

If you have not already, download the Identity Theft/Fraud Packet located on the City of Roanoke Police Department webpage under *Victims Services*. Read the information provided to you in the packet carefully and follow the instructions. There is a section that asks you to provide us with important information concerning the offense(s). It is very important that you complete this section of the packet as thoroughly and accurately as possible. **Once the packet is completed, please go to the police department to speak with an officer concerning an Identity Theft or Fraud offense and give the officer the completed packet.** If you want a copy of the packet please make sure to print one for yourself and one for the officer when you are filling the packet out offsite.

Officers will take the report and dispatch will assign a case number for that report. Based off of the information you provide to the Officer and within the Identity Theft/Fraud Packet, a decision will be made concerning which disposition will be assigned to your case and which course of action will be conducted through our case management process. This means that your case may be assigned to an investigator for follow-up, inactivated due to insufficient investigative leads, or cleared as "not a crime/other service." Our intent is not to discourage you from filing a report with our agency but to give you some idea of how the investigative process works and how long it may take for your case to be investigated.

Victims are often referred to their local police department even though the actual offense may

have occurred in another jurisdiction.

Jurisdictional Issues: *The venue for reporting identity crime is the city or county of residence of the person whose identity was stolen or any county in which an offense was committed. The municipal or county law enforcement agency where you live is required by law to make a police report and provide a copy to the victim (our agency will do this free of charge), regardless of where the identifying information was actually used.*

If the offense you are reporting actually occurred in another jurisdiction (city, county, state, or country), the Roanoke Police Department might be unable to take an active role in the investigation and/or prosecution of the case. If it is determined that the offense you have reported occurred in another jurisdiction your case will then be forwarded to the proper agency for any additional follow-up.

Although you have reported the offense(s) to our agency, it is imperative that you continue to take an active role in the investigation of your case. Oftentimes law enforcement investigators are required to submit a subpoena to the Denton County Grand Jury in order to obtain additional information that may help in the investigation. Be aware that the subpoena process in Denton County could take up to 90 days for a return of the requested information to investigators. A subpoena is typically needed for the following information:

- Bank Records (including account information, bank statements, copies of checks and individual transaction information)
- Credit Card Information (including account information, applications and transaction receipts)
- Cell Phone Records (including account information and call history)
- Commercial Surveillance Video
- Credit Reports

That being said, it is often easier for the victims of such crimes to obtain information from sources than it is police agencies-- such as with banks and credit card companies. That is why your active participation is important. Keep in mind, banks, credit card companies and other businesses will often tell you that they are unable to do anything to follow-up on your case until you file a police report.

If you have any additional questions or concerns please feel free to contact the Roanoke Police Department and ask for the detective assigned to your case.

Regards,



Detective Urrutia

Criminal Investigations Division

The Roanoke Police Department advises every victim that they should take the following steps anytime they believe an Identity Theft or Fraud has occurred:

- Notify your local law enforcement agency and obtain a report.
- Contact the credit card issuer by telephone and advise them of the situation. Get replacement cards with new account numbers. Request that the old account be processed as "account closed at consumer's request" for credit record purposes. Ask that a password be used prior to any purchases on the new account. Follow up the telephone call with a letter summarizing your requests.
- You should get in touch with the following groups if you are a victim of identity theft or fraud, some will ask for the report number that you receive when you file a report through the Roanoke Police Department Non-Emergency Line (817) 491-6052.

Agency:	Web URL:	Contact Telephone Number:
Equifax	www.equifax.com	(800) 525-6285
Experian	www.experian.com	(888) 397-3742
Trans Union	www.tuc.com	(800) 680-7289
U.S. Federal Trade Commission	www.ftc.gov	(877) 438-4338
Department of Motor Vehicles		(866) 658-5758

You should also ask that all of your accounts be flagged, and add a victim's statement to your report requesting that any financial institution contact you to verify future credit applications.

- Order copies of credit reports so that you can review them to make sure that no additional fraudulent accounts have been opened in your name.
- Follow up with credit bureaus every three months for at least one year, and order new copies of your credit report. Review these copies to verify that corrections have been made, and that no new fraudulent accounts have been opened.
- You can also call (888) 567-8688 to opt out of receiving "pre-approved" credit card offers. All three credit bureaus will honor this request.
- If your social security number has been used fraudulently, notify the Social Security Administration's Office of the Inspector General (800) 269-0271.
- The Federal Trade Commission (FTC) is the federal clearinghouse for complaints by victims of Identity Theft. All victims should report the incident to them immediately. You can file a complaint with the FTC by:
 - Calling (877) 438-4338, or
 - Writing them at:
Consumer Response Center
Federal Trade Commission
600 Pennsylvania Avenue NW
Washington, DC 20580
 - Or online at www.consumer.gov/idtheft

Helpful Tips:

- Protect your social security number and only give it out when required by law.
- No bank, auction site or other business should send you an email asking you to enter credit card information, passwords, social security numbers or other personal information. Often these fake emails will contain links to pages that look real but are not. If you suspect you are being directed to a fake site please go to the actual home web site of the company and inform them of what has happened.
- Avoid mail theft by obtaining a locked mailbox and dropping off outgoing mail at the local post office or postal mailbox.
- Do not give out your personal information or credit card number over the phone unless you initiated the call.
- Shred credit card offers and bank statements before you throw them away if you do not plan on using them.



ROANOKE

POLICE DEPARTMENT

Jeff Williams, Chief of Police

Roanoke Police Department Case Number: _____
(given to you by an officer on scene or by dispatch)

NOTE: You MUST attach copies of ALL pertinent documents to this report (i.e. bank statements, credit card statements, credit report(s), other agency documentation you may have received etc.)

Date this form was filled out: _____

Complete Name: _____ Date of Birth: _____

Social Security Number: _____

Driver's License Number: _____ State: _____

Home Address: _____ City: _____ Zip: _____

Home Telephone Number: _____ Cell Phone Number: _____

Email Address: _____

Employer: _____

Work Address: _____ City: _____ Zip: _____

Work Telephone Number: _____

Suspect Information (give as much information as possible):

Your Relationship to the Suspect: _____

How were you made aware of the crime(s)? (Please be concise and state only the facts)

What date did you first become aware of the crime(s)? _____

When did the fraudulent activity begin? _____

What is the full name, address, date of birth and any other identifying information that the fraudulent activity was made under?

Please list all fraudulent activity that you are aware of to date, with the locations and addresses of where fraudulent applications or purchases were made (retailers, banks, etc.). List in chronological order, if possible. (Please be concise and state only the facts)

Additional Law Enforcement Action

Please select that which applies:

Prosecution:	<input type="checkbox"/> I am willing to assist in the prosecution of the person(s) who committed this crime <input type="checkbox"/> I am <u>NOT</u> willing to assist in the prosecution of the person(s) who committed this crime
Release of Information:	<input type="checkbox"/> I am authorizing the release of any information to law enforcement for the purpose of assisting them in the investigation and prosecution of the person(s) who committed this crime. <input type="checkbox"/> I am <u>NOT</u> authorizing the release of any information to law enforcement for the purpose of assisting them in the investigation and prosecution of the person(s) who committed this crime.
Other Agency Involvement:	<input type="checkbox"/> I have reported the events described in this form to other law enforcement agencies. <input type="checkbox"/> I have <u>NOT</u> reported the events described in this form to other law enforcement agencies. <input type="checkbox"/> The other law enforcement agency did write a report <input type="checkbox"/> The other law enforcement agency did <u>NOT</u> write a report

In the event you have contacted another law enforcement agency, please complete the following:

Agency #1: _____ Officer/Investigator Name: _____

Date of Report: _____ Report Number: _____

Agency Phone Number: _____ Agency Address: _____

Agency #2: _____ Officer/Investigator Name: _____

Date of Report: _____ Report Number: _____

Agency Phone Number: _____ Agency Address: _____

Agency #3: _____ Officer/Investigator Name: _____

Date of Report: _____ Report Number: _____

Agency Phone Number: _____ Agency Address: _____

Agency #4: _____ Officer/Investigator Name: _____

Date of Report: _____ Report Number: _____

Agency Phone Number: _____ Agency Address: _____

State of Texas
County of _____

Affidavit of Credit/Debit Card Abuse

Before me, the undersigned authority, on this day personally appeared:

Who after being duly sworn, upon oath deposes and says:

My name is _____. I am _____ years of age. My date of birth is _____. My address is _____ in _____ county, Texas. I am employed by _____. Located at _____. My home telephone number is _____. My work telephone number is _____.

On the below listed dates at the below listed locations my personal/business credit/debit card in the name of _____ and the account number _____

_____ was used for a purchase in the below listed amounts that I did not make or authorize. I wish to state that I am named as _____ on this card.

<u>Date:</u>	<u>Amount:</u>	<u>Business Name (where the card was used):</u>

I wish to state that I have not received any of the proceeds nor derived any benefit from the said transaction. I request prosecution and will appear as a witness in this case.

Pursuant to Section 37.02, Texas Penal Code (Perjury), "A person commits an offense if, with intent to deceive and knowledge of the statement's meaning; (1) he makes a false statement under oath or swears to the truth of a false statement previously made, and (2) the statement is required or authorized by law to be made under oath."

Affiant

Subscribed and sworn to before me, this _____ day of _____, 20 _____

Notary Public in and for _____, Texas
My commission expires _____

State of Texas
County of _____

Offense Number: _____
Offense Date: _____

Fraud Affidavit

Before me, the undersigned authority, on this day personally appeared:

who after being duly sworn, upon oath deposes and says:

My name is _____. I am _____ years of age. My date of birth is _____. My address is _____ in _____ county, Texas. I am employed by _____. Located at _____. My home telephone number is _____. My work telephone number is _____. My Driver's License or Identification Card Number is _____ State _____.

I wish to state that I have not received any of the proceeds nor derived any benefit from the said transaction. I request prosecution and will appear as a witness in this case.

Pursuant to Section 37.02, Texas Penal Code (Perjury), "A person commits an offense if, with intent to deceive and knowledge of the statement's meaning; (1) he makes a false statement under oath or swears to the truth of a false statement previously made, and (2) the statement is required or authorized by law to be made under oath."

Affiant

Subscribed and sworn to before me, this _____ day of _____, 20____

Notary Public in and for _____, Texas

My commission expires _____