



# Carroll County Sheriff's Office



**Daniel Klatt**  
**Sheriff**

205 Hailey Road- Berryville, Arkansas 72616  
Sheriff's Office Main 870-423-2901  
Sheriff's Office Fax 870-423-4336  
Jail Fax 870-423-5898

## Identity Theft Information and Affidavit

Identity Theft is defined as the theft or misuse of personal or financial Identifiers in order to gain something of value and/or to facilitate other criminal activity.

The Carroll County Sheriff's Department is diligent in its efforts to apprehend and stop those individuals responsible for committing Identity Theft. This packet is essential in helping the investigator understand, evaluate, and ultimately bring your case to closure.

It is important that you take the time to complete this packet and return it to the Carroll County Sheriff Office **within 30 days**. Upon the return of your completed, signed, and notarized complaint form/affidavit, it will be assigned to a financial Crimes Investigator. However, if it is determined the Carroll County Sheriff Office is not the appropriate agency to investigate your case or does not have jurisdiction then the complaint form will be forwarded to the appropriate agency. You will be notified of the transfer of the affidavit.

The attached Identity Theft Affidavit is a sworn statement and will be used as evidence in court should an arrest be made. It is essential that the information you provide be accurate and true. The last two pages, the Personal statement of Fact, are where you describe your case, and will initially serve as a summary. The complaint Form and Personal Statement of Fact Affidavits must be signed in front of a Notary.

If you believe you are a victim of Identity Theft, you should take the following steps to protect yourself and your credit. The sooner you take action to limit the fraudulent use of your personal information, the easier it will be to correct any damages already done.

- ☐ Contact the three major credit bureaus and place a "Fraud Alert" on your Credit.  
Credit Bureaus:      **Equifax** 1-800-525-6285  
                             **Experian** 1-888-397-3742  
                             **Trans Union** 1-800-680-7289

Upon receipt of your credit histories: review them for unauthorized accounts or lines of credit, work or home addresses that were not yours or are not yours, and any other information that is not yours.

- ☐ Complete the attached Identity theft Affidavit and return it with your credit histories and any other relevant documentation to the Carroll County Sheriff Office.
- ☐ Contact the Federal Trade Commission and make a report of Identity Theft.  
                 **Identity Theft Hotline** 1-877-438-4338      On the Web: [www. consumer.gov/idtheft/](http://www.consumer.gov/idtheft/)
- ☐ Contact the fraud department at each creditor, bank, or service where unauthorized credit was obtained.

If you believe your personal checks or bank account information has been compromised, you may need to contact the following organizations:

- ☐ **National Check fraud Services** 1-843-571-2143
- ☐ **TeleCheck** 1-800-710-9898
- ☐ **CrossCheck** 1-707-586-0551
- ☐ **Equifax Check System** 1-800-437-5120

Make a copy of this entire packet for your records. Mail or bring the completed Identity Theft Affidavit in its entirety to the Carroll County Sheriff's Department, Criminal Investigations Division at the above listed address. If you have questions concerning the Identity Theft Affidavit, please contact the Criminal Investigations Division at (870) 423-2901.

SERVICE# \_\_\_\_\_

POLICE ONLY: CC ABUSE \_\_\_ FRAUD USE \_\_\_ FORGERY \_\_\_ FRAUD \_\_\_  
OFFICER RECEIVING PACKET: \_\_\_\_\_

### FINANCIAL CRIME COMPLAINT FORM

Please print or type in blue or black ink all information

**\*\*\*All questions must be answered.\*\*\***

If a question does not apply to you, please put 'N/A' or draw a line through it.

*This form must be notarized, and may be mailed or dropped off at the above address along with copies of your credit reports as soon as possible. The information you provide will be used to understand what occurred, organize the investigative case, determine where evidence might be found, and determine what financial institutions should be contacted in the course of the investigation.*

**How was your identity stolen/used?**

*(for every question you answer, please include copies of all paperwork you received)*

Copies of your credit bureaus from Experian, Equifax, and Trans Union must be included

- ☐ I received a bill for a product or service I never ordered
- ☐ I was notified by the IRS that I owed taxes for a place I never worked at
- ☐ I was notified by the IRS or my tax preparer that my return was rejected
- ☐ I received a credit card that I did not apply for or ask for
- ☐ I received a collection notice for a bad check I did not write
- ☐ My bank account was debited for an ACH payment or check that's not mine
- ☐ My debit or credit card number was used, but I still have the card
- ☐ My debit or credit card was stolen and used
- ☐ I was denied a loan, credit card, or a job because of false information on my credit
- ☐ Other (please be specific): \_\_\_\_\_

\*Date you completed this form: \_\_\_\_\_ \*Officer you received form from: \_\_\_\_\_

\*Complete Name (print): \_\_\_\_\_

\*Social Security #: \_\_\_\_\_ (required) \*Driver's License # w/state: \_\_\_\_\_

\*Date of Birth: \_\_\_\_\_ \*Race \_\_\_\_\_ \*Sex \_\_\_\_\_

\*Home Address: \_\_\_\_\_

*(include city, state, and zip code)*

\*Home Telephone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_

*(include city, state, and zip code)*

Work Telephone Number: \_\_\_\_\_

1. Do you know the suspect? ☐ No ☐ Yes

(If yes, what is their relationship to you?: \_\_\_\_\_)

**Suspect Information:** (may be found on credit bureaus)

Name \_\_\_\_\_

Race \_\_\_\_\_ Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Ht. \_\_\_\_\_ Wt. \_\_\_\_\_

Home Address \_\_\_\_\_

(include city, state, and zip code)

2. What date did you first become aware of the identity crime? \_\_\_\_\_

3. What date did the fraudulent activity begin? \_\_\_\_\_

4. What personal identifying information was the fraudulent activity was made under?

☐ My name ONLY

☐ My name and birth date ONLY

☐ My name and social security number ONLY

☐ My name and drivers license/id number ONLY

☐ All of my current correct information as listed above

☐ My name, birth date, social security number, but my old address or work information (please list old address used): \_\_\_\_\_

☐ My maiden name, birth date, social security, and either old or current address (please list maiden name and address used): \_\_\_\_\_

☐ Other (please be specific): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. 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. You may attach a separate piece of paper if you need the space. Please be concise and state the facts.

For example, "On 9/18/02, I received a letter from MM Collections stating that I had accumulated \$5,000 worth of charges on American Express Account 123456789. On 9/18/02, I called American Express and spoke with Jennifer Martin. She informed me that the account was opened on 5/12/02, by telephone. I did not open this account, even though it was in my name. The account address was 123 Main St., Anytown, NE. Ms. Martin said she would send me an Affidavit of Forgery to complete and return to her." (Continue statement on another sheet of paper if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. What documents or information were stolen and/or compromised?

☐ Credit Card(s) List bank(s) issuing credit cards: \_\_\_\_\_

☐ ATM Card List bank issuing ATM card: \_\_\_\_\_

☐ Checks and/or checking account number List bank issuing checks: \_\_\_\_\_

- ☐ Passport List country issuing passport: \_\_\_\_\_
- ☐ Driver's license or license number List state issuing license: \_\_\_\_\_
- ☐ State identity card or identity number List state issuing card: \_\_\_\_\_
- ☐ Social security ☐ card or ☐ number
- ☐ Birth certificate List state and municipality issuing birth certificate: \_\_\_\_\_
- ☐ Resident alien card, ☐ green card, or ☐ other immigration document: \_\_\_\_\_
- ☐ Other-Describe: \_\_\_\_\_
- ☐ Unknown

**7. To the best of your knowledge at this point, what identity crimes have been committed?**

- ☐ Making purchase(s) using my credit cards or without authorization.
- ☐ Opening new credit card accounts in my name.  
List accounts: \_\_\_\_\_  
\_\_\_\_\_
- ☐ Opening utility and/or telephone accounts in my name.  
List accounts and address where telephone/electric/gas was set up  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ Unauthorized withdrawals from my bank accounts.  
List: \_\_\_\_\_  
\_\_\_\_\_
- ☐ Opening new bank accounts in my name.  
Where? When? : \_\_\_\_\_  
\_\_\_\_\_
- ☐ Taking out unauthorized loans in my name.  
Where? When? : \_\_\_\_\_  
\_\_\_\_\_
- ☐ Unauthorized access to my securities or investment accounts.
- ☐ Obtaining government benefits in my name.  
What benefits? Where? When? \_\_\_\_\_  
\_\_\_\_\_
- ☐ Obtaining employment in my name.  
Where? When? \_\_\_\_\_  
\_\_\_\_\_
- ☐ Obtaining medical services or insurance in my name.  
Where? When? \_\_\_\_\_  
\_\_\_\_\_
- ☐ Check fraud
  - ☐ Checks created using my correct name, address, and bank account
  - ☐ Checks created using my name, address, but not my bank account
  - ☐ Checks created using my name and DL/ID, but none of my other information
  - ☐ Other: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_  
\_\_\_\_\_

**8. To assist law enforcement in pinpointing when and by whom your information was compromised, it is of value to retrace your actions in recent months with regard to your personal information. This information is not solicited to "blame the victim" for the crime, but to further the investigation toward who might have stolen your personal or**

months (include activities done by you and on your behalf by a member of your family or a friend)?

- ☐ Carried Social Security Card in my wallet.
- ☐ Carried my bank account passwords, PINs, or codes in my wallet.
- ☐ Gave out my Social Security Number (to whom?) \_\_\_\_\_
- ☐ My mail was stolen (When? approximately) \_\_\_\_\_
- ☐ I went away and my mail was held at the post office or collected by someone else.
- ☐ I traveled to another location outside my home area (business or pleasure)  
Where did you go and when? \_\_\_\_\_
- ☐ Mail was diverted from my home (either by forwarding order or in a way unknown to you)
- ☐ I did not receive a bill as usual (i.e., a credit card bill failed to come in the mail)  
Which one? \_\_\_\_\_
- ☐ A new credit card I was supposed to receive did not arrive in the mail as expected.  
Which one? \_\_\_\_\_
- ☐ Bills I was paying were left in an unlocked mailbox for pickup by the postal service.
- ☐ Documentation with my personal information was thrown in the trash without being shredded.
- ☐ Credit card bills, pre-approved credit card offers, or credit card "convenience" checks in my name were thrown out without being shredded.
- ☐ My garbage was stolen or gone through.
- ☐ My ATM receipts and/or credit card receipts were thrown away without being shredded.
- ☐ My password or PIN was given to someone else. (to whom?) \_\_\_\_\_
- ☐ My home was burglarized.
- ☐ My purse or wallet was stolen.
- ☐ My checkbook was stolen.
- ☐ My credit report was queried by someone claiming to be a legitimate business interest.  
Who? \_\_\_\_\_
- ☐ I applied for credit and/or authorized a business to obtain my credit report (i.e., shopped for a new car, applied for a credit card, or refinanced a home).  
Please list: \_\_\_\_\_
- ☐ A legitimate purchase was made where my credit card was out of my sight. (where?) \_\_\_\_\_
- ☐ My personal information was given to a telemarketer or a telephone solicitor.  
Please list: \_\_\_\_\_
- ☐ My personal information was given to a door-to-door salesperson or charity fundraiser.  
Please list: \_\_\_\_\_
- ☐ A charitable donation was made using my personal information.  
Please list: \_\_\_\_\_
- ☐ A legitimate loan was applied for or closed in my name.
- ☐ A legitimate lease was applied for or signed in my name.
- ☐ Legitimate utility accounts were applied for or opened in my name.
- ☐ A license or permit was applied for legitimately in my name.
- ☐ Government benefits were applied for legitimately in my name.
- ☐ My name and personal information were mentioned in the press, such as in a newspaper, magazine, or on a web site.
- ☐ Online purchases were made using my credit card. (Through what company?) \_\_\_\_\_
- ☐ Personal information was included in an e-mail.
- ☐ I released personal information to a friend or family member.

9. How many purchases over the Internet (retailer or auction sites) have you made in the last six months? \_\_\_\_\_

10. What Internet sites have you bought from? (List all, use additional sheets if necessary): \_\_\_\_\_

11. In the last six months, whom has your Social Security Number been given to? (List all, use additional sheets if necessary) \_\_\_\_\_

If you have not given you're your social security number, please check here ☐

12. Do your checks have your Social Security Number or Driver's License Number imprinted on them? ☐ NO ☐ YES (Please list retailer names where checks have been tendered.) \_\_\_\_\_

13. Have you written your Social Security Number or Driver's License Number on any checks in the last six months? ☐ NO ☐ YES (Please list instances and retailer names) \_\_\_\_\_

14. Do you own a business(es) that may be affected by the identity crime?  
☐ YES (Please list name(s) and address of business(es) \_\_\_\_\_

☐ NO

15. When did you contact the following organizations and request a Fraud Alert be put on your account? (Check all that you have contacted about a Fraud Alert.)

- ☐ Equifax On what date? \_\_\_\_\_
- ☐ TransUnion On what date? \_\_\_\_\_
- ☐ Experian On what date? \_\_\_\_\_
- ☐ Your bank(s) On What Date? Name of bank(s):  
Bank \_\_\_\_\_ Date \_\_\_\_\_  
Bank \_\_\_\_\_ Date \_\_\_\_\_  
Bank \_\_\_\_\_ Date \_\_\_\_\_
- ☐ Social Security Administration On What Date? \_\_\_\_\_
- ☐ Other (Please list:) \_\_\_\_\_

16. Have you received your credit report from each of the three credit bureaus?

- ☐ Equifax
- ☐ TransUnion
- ☐ Experian

\* NOTE: YOUR CREDIT REPORTS MUST ACCOMPANY THIS FORM



**17. Please list any financial institution you have spoken with concerning either legitimate or fraudulently opened accounts:**

*Name of financial institution, Phone number, Person you spoke with*

---

---

---

---

---

---

**Remember to keep a detailed log of all your correspondence and contacts since realizing you were the victim of identity crime. Include copies of all account statements, letters, correspondence, phone records, credit reports, and other documents regarding this case for review by the detective. Also, please make a copy of this completed form for your records.**

**PLEASE LIST ALL CREDIT CARDS COMPROMISED AND INCLUDE, BANK, TYPE (Visa, Master Card, etc.) CARD NUMBER, if you have the card in your possession a COPY of the front and back is required for prosecution.**

---

---

---

---

---

---

---

---

---

---

**FRAUDULENT ACCOUNTS: (Lowes, Best Buy, Verizon, etc) Include name and account number.**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**\*\*\*if none of this information is included when applicable the case will be suspended\*\*\***

### Victim's Law Enforcement Actions

☐ I am ☐ I am not willing to assist in the prosecution of the person(s) who committed this fraud.

☐ I am ☐ I am not 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 fraud.

☐ I have ☐ I have not reported the events described in this affidavit to other law enforcement agencies. The other police agency ☐ did ☐ did not write a report.

---

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

**Agency #1** \_\_\_\_\_  
Officer/Agency personnel taking report: \_\_\_\_\_  
Date of Report: \_\_\_\_\_ Report Number, if any: \_\_\_\_\_  
Phone #: \_\_\_\_\_ E-mail address, if any: \_\_\_\_\_

**Agency #2** \_\_\_\_\_  
Officer/Agency personnel taking report: \_\_\_\_\_  
Date of Report: \_\_\_\_\_ Report Number, if any: \_\_\_\_\_  
Phone #: \_\_\_\_\_ E-mail address, if any: \_\_\_\_\_

**Agency #3** \_\_\_\_\_  
Officer/Agency personnel taking report: \_\_\_\_\_  
Date of Report: \_\_\_\_\_ Report Number, if any: \_\_\_\_\_  
Phone #: \_\_\_\_\_ E-mail address, if any: \_\_\_\_\_

**Agency #4** \_\_\_\_\_  
Officer/Agency personnel taking report: \_\_\_\_\_  
Date of Report: \_\_\_\_\_ Report Number, if any: \_\_\_\_\_  
Phone #: \_\_\_\_\_ E-mail address, if any: \_\_\_\_\_

**Agency #5** \_\_\_\_\_  
Officer/Agency personnel taking report: \_\_\_\_\_  
Date of Report: \_\_\_\_\_ Report Number, if any: \_\_\_\_\_  
Phone #: \_\_\_\_\_ E-mail address, if any: \_\_\_\_\_

**Agency #6** \_\_\_\_\_  
Officer/Agency personnel taking report: \_\_\_\_\_  
Date of Report: \_\_\_\_\_ Report Number, if any: \_\_\_\_\_  
Phone #: \_\_\_\_\_ E-mail address, if any: \_\_\_\_\_



**NOTES:**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

