



**SOUTH LONDONDERRY TOWNSHIP POLICE DEPARTMENT**

27 West Market Street  
Palmyra, PA 17078  
[www.sltpolice.org](http://www.sltpolice.org)

**IDENTITY THEFT GUIDE**

William M. Reigle, II  
Chief of Police

Office: 717-838-1376 Fax: 717-838-6612 EMA: 717-272-2054

**IDENTITY THEFT**

Being the Victim of Identity Theft can be very frustrating. We hope that this printable document will assist in taking the initial steps for reporting the theft and preventing further loss. Your report to Law Enforcement is important. In addition to the directions your Bank, attorney, or other advisor may provide, the Police Department recommends that you consider doing the following:

1. Complete the online Federal Trade Commission Report which can be found at <https://www.identitytheft.gov/>. This form should then be supplied to the Police Department. An Officer can also supply the paper copy of an Identity Theft Victims' Complaint and Affidavit form in lieu of the online report.

**✓ Checkmark the Box Once Complete**

2. File a Police Report with the Police Department by submitting the Report described in #1 above. Be ready to provide the Officer with as much pertinent information as you have relating to the incident(s). Be prepared to provide a written statement.

**✓ Checkmark the Box Once Complete**

3. Once the report is taken by the Officer, you will be provided with an incident number. Write down this number so it can be given to Banks, other institutions or agencies that may request this number. Also be sure to record the date and time you make the report, along with the name of the Officer taking the report.

Incident # \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Officer: \_\_\_\_\_

**✓ Checkmark the Box Once Complete**

\*4. If you have been the Victim of a theft that included your checkbook, credit cards, or other financial documents or information, you will need to contact each of those Banks or companies to report the theft as soon as possible. Be sure to document the dates, times and representatives you speak with from each company or institution.

**✓ Checkmark the Box Once Complete**

5. For any form of Identity Theft, or possible Identity Theft, you should place a "Fraud Alert" on your credit reports. Obtain a copy of your credit reports and scrutinize them carefully for unauthorized accounts or activity. You can accomplish both of these tasks by contacting the three major credit bureaus. They are: (See next page)

**NOTES:**

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Equifax: 1-800-525-6285; P.O. Box 740241, Atlanta, GA, 30374-0241

<http://www.equifax.com/>

**√ Check Mark the Box Once Complete**

Experian: 1-888-EXPERIAN (397-3742); P.O. Box 9532, Allen, TX, 75013

<http://www.experian.com/>

**√ Check Mark the Box Once Complete**

TransUnion: 1-800-680-7289; P.O. Box 6790, Fullerton, CA, 92834-6790

<http://www.transunion.com/>

**√ Check Mark the Box Once Complete**

**A FEW HELPFUL TIPS TO HELP PREVENT IDENTITY THEFT**

- Shred financial or other important documents before placing them in the garbage. Identity thieves may rummage through garbage.
- Do not keep unnecessary personal documents in your purse or wallet. Social Security cards should not be kept in your purse or wallet! Shred old credit cards. Do not keep an abundance of credit cards in your purse or wallet.
- Do not leave financial documents, including checks, in your mailbox for pickup. A Thief could potentially take your mail.
- Don't open unknown files or click on e-mails from unknown or suspicious senders on your computer.
- Delete personal information before disposing of a computer. You can also use a "Wipe" utility program to delete information.
- Do not give out your personal information over the phone to someone you don't know.
- Scrutinize your credit report for any unauthorized accounts or activity.

You may also obtain a free annual copy of your credit report by contacting

[www.AnnualCreditReport.com](http://www.AnnualCreditReport.com) or call 1-877-322-8228. You can also contact them at P.O. Box 105281, Atlanta, GA, 30348-5281.

Please do not hesitate to contact the South Londonderry Township Police Department at

(717)838-1376, visit our website [www.sltpolice.org](http://www.sltpolice.org) or e-mail us at [police.slpd@gmail.com](mailto:police.slpd@gmail.com).

**All emergencies call 9-1-1.**

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