



ARCADIA POLICE DEPARTMENT

Diana M. Anderson, Chief

Police Dept.: 945 S Dettloff Dr., Arcadia, WI 54612: (608) 323-3359: Fax (608) 323-3242

INSTRUCTIONS FOR VICTIMS OF IDENTITY THEFT

Individuals and/ or Businesses who believe their Identity has been stolen must take the recommended steps to prevent further fraudulent accounts opened and/or charges to your legitimate accounts...

As soon as possible:

- (1) Contact the fraud department of one of the three major credit bureaus to place a fraud alert on your credit file. This will prevent further unauthorized opening of new accounts or changes to existing accounts. Contact information for the credit bureaus is attached.
- (2) Close all accounts that have been opened fraudulently and existing accounts that have been tampered with.
- (3) Continue with the filing of a police report by completing the "Identity Crime Incident Detail Form" which is attached.
 - a. Include copies of all supporting documents with your packet
 - i. Copy of your Drivers License
 - ii. Copy of your Social Security Card
 - iii. Copy of your Birth Certificate
 - iv. Copy of a passport if you have one
 - v. Any other police reports you have filed in your home town on this matter
 - vi. Any other supporting documentation you have that proves your identity has been stolen
- (4) Please mail certified mail the "Identity Crime Incident Detail Form" along with all of the photo copied items listed above to the Arcadia Police Department 945 S Dettloff Drive, Arcadia WI 54612. Once the documentation has been received and assigned to an officer, an Arcadia Police Officer will contact you.

Chief Diana Anderson

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