

## **Identity Theft / Fraud**

If you are a Hackensack resident and have been a victim of Identity Theft or Fraud, no matter where the incident occurred, you can file a report with the Hackensack Police Department. In addition, if your account information or identity has been used in Hackensack, you can also file a report with the Hackensack Police Department. All Identity Theft and Fraud reports will be processed by the Department.

NOTE: If your account information or identity has been used in Hackensack but you are unable to respond to the Hackensack Police Department to file the report, you can file a report with your local Police Department and they will refer the case to us.

## **Instructions for Reporting Fraud / ID Theft**

- Step 1.** Obtain a notarized affidavit of forgery from your bank as well as any bank/credit card statements that show fraudulent activity.
- Note: If neither of the above items can be obtained, please provide the victim notification letter you received from the creditor informing you of the fraudulent charges/accounts.*
- Step 2.** Fill out the Fraud / ID Theft form in its entirety. The Fraud / ID Theft form is included in the Fraud / ID Theft Packet. NOTE: The link to the Fraud / ID Theft Packet is located below, following **Step 5**.
- Step 3.** Attach all documentation (affidavit of forgery, bank/credit statements, copies of checks, etc.) to the Fraud / ID Theft form and turn it in to the Hackensack Police Department front desk anytime.
- Note: You will be asked to provide a valid picture identification.*
- Step 4.** A Hackensack Police Department investigation report will be generated and copies of the Fraud / ID Theft form and any documentation provided will be made. The original Fraud / ID Theft form and any documentation provided will be returned to you to retain for your records.
- Step 5.** The entire packet will then be forwarded to the Hackensack Police Detective Division for review.
- a. A Hackensack Police Detective assigned to your case will contact you within 5 business days and inform you of any referrals or the status of your case if the reported theft or fraud occurred within the city limits of Hackensack.
  - b. If found that the crime had occurred in another police jurisdiction, your report will be referred to the appropriate Police Department.

*Note: Generally, a bank or credit card company will require evidence that a crime has occurred when responding to illegal charges paid from your bank account or credit card. An assigned case number is one of many steps in successfully addressing wrongful charges made to your credit.*

**WARNING: A person provides a false report if he/she willfully makes any untrue, misleading, or exaggerated statements in any report to a Police Department which is in violation of N.J.S. 2C:28-4b. If it is discovered that a person makes a false report, the Hackensack Police Department will pursue prosecution to the fullest extent.**

# Reporting Fraud / Identity Theft at the Hackensack Police Department

This Hackensack PD **Fraud / ID Theft Packet** includes:

- Instructions for reporting Fraud / ID Theft
- Identity Theft Information Sheet (retain for your records / information)
- Fraud / ID Theft reporting form

## **Instructions for reporting Fraud / ID Theft**

1. Fill out the Fraud / ID Theft form in its entirety. Please print **legibly**.  
**TIP:** Answer questions 5 and 10 on the Fraud / ID Theft form as if you were speaking to an Officer.
2. Attach all documentation you have (affidavit of forgery, bank / credit statements, copies of checks, etc.) to the Fraud / ID Theft reporting form and turn in to the Hackensack Police Department front desk anytime. (**NOTE: you will be asked to provide a valid picture ID**).
3. A Hackensack Police Department investigation report will be generated and copies of the Fraud / ID Theft form and any documentation provided will be made. The original Fraud / ID Theft form and any documentation provided will be returned to you to retain for your records.
4. The following items must be provided **before** any investigation will be conducted:
  - a. A notarized affidavit of forgery from your bank.
  - b. An account printout from your bank or online with all the fraudulent activity highlighted. The printout must list the account number and account holder's name.
  - c. Copies of any forged checks.

*If none of the above listed can be obtained, please contact the Hackensack Police Department Detectives to find out what documents you will need to provide.*

5. Once information is received (see # 4), the entire packet will then be forwarded to the Hackensack Police Department Detective Division for review.
  - a. If found that the crime has occurred in another Police jurisdiction, your report will be referred to the appropriate Police Department.
  - b. You will be contacted by a Detective from the Hackensack Police Department assigned to your case informing you of any referrals / closures of your case.

**REMINDER: Your case will be closed unless/until you provide the information listed in item # 4.**

**INTERNET CRIMES:** Please report **internet crimes** to the Internet Crime Complaint Center at [www.ic3.gov](http://www.ic3.gov). This is a partnership between the Federal Bureau of Investigation (FBI), the National White-Collar Crime Center (NW3C), and the Bureau of Justice Assistance (BJA).

**SOCIAL SECURITY CRIMES:** Please also report crimes involving your **social security number/card** to the Federal Trade Commission (FTC) at 1-877-ID-THEFT or 1-877-438-4338.

If you have any questions feel free to contact the  
**Hackensack Police Department – Detective Division**  
Monday – Friday (08:30am – Midnight)  
225 State Street Hackensack, NJ 07601  
201-646-7203



# Identity Theft Information

## Resources and Other Steps to Help You Avoid Becoming a Victim of Identity Theft

### **Make Use of Opt-Out Provisions**

Opt-out of pre-approved offers of credit and marketing lists by calling 1-800-680-7293 or 1-888-5OPOUT. Or write to:

- Equifax Options, P.O. Box 740123, Atlanta, GA 30374-0241
- Experian, P.O. Box 919, Allen, TX 75013
- Trans Union, P.O. Box 97328, Jackson, MS 39238

Opt-out of credit reporting industry pre-screened credit approvals by calling 1-888-567-8688. Remove your name, address and telephone number from mail and telephone lists through Direct Marketing Association.

- Mail Preference Service, P.O. Box 9008, Farmingdale, NY 11735.
- Telephone Preference Service, P.O. Box 9014, Farmingdale, NY 11735.

**CAUTION:** Do not give any OPT-OUT service your Social Security Number, Date of Birth, Mothers Maiden name or other personal identification information.

### **Seek Independent Legal Advice**

In matters such as Identity Theft, pursuit of a remedy exclusively through the criminal justice system may be insufficient. In these types of cases, the criminal justice system cannot always provide individuals with the level of relief they may seek. Therefore, victims of Identity Theft are strongly encouraged to seek the assistance of an attorney of their own choice for any civil or other remedies that may be available. For individuals who cannot afford an attorney, they can contact the State Bar Association or Legal Services. Addresses and telephone numbers for those entities in New Jersey are listed below, or consult the telephone directory for your local Bar Association.

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|---|---|
| <ul style="list-style-type: none"><li>- New Jersey State Bar Association<br/>1 Constitution Square<br/>New Brunswick, NJ 08901-1500<br/>732-249-5000<br/><a href="http://www.njsba.com">www.njsba.com</a></li></ul> | <ul style="list-style-type: none"><li>- Legal Services of New Jersey<br/>100 Metroplex Dr. at Plainfield Ave., Suite 402<br/>P.O. Box 1357, Edison, NJ 08818-1357<br/>732-572-9100 or 1-888-LSNJ-LAW<br/><a href="http://www.lsnj.org">www.lsnj.org</a></li></ul> |
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In addition, Legal Aid Clinics at the Rutgers University Law Schools in Camden and Newark, and at the Seton Hal University Law School in Newark are available.

### **Other Sources of Assistance**

For information about obtaining free credit reports, visit the Division of Consumer Affairs or contact them at 1-800-242-5846

There are non-government, non-profit groups which have been established to provide assistance to victims of identity theft. One group is:

Privacy Rights Clearinghouse  
Identity Theft Resource Center  
P.O. Box 226833, San Diego, California 92196  
858-693-7935  
[www.privacyrights.org](http://www.privacyrights.org) or [www.idtheftcenter.org](http://www.idtheftcenter.org)

**Tips to Avoid Identity Theft** - Tips to avoid having your identity stolen: [www.usa.gov/identity-theft](http://www.usa.gov/identity-theft)

**The above information was obtained from the Website of the New Jersey Attorney General's Office - Division of Criminal Justice:** <https://www.nj.gov/oag/dcj/idtheft/othersteps.htm>

## Where To Go for More Information:

### **Federal Trade Commission**

*Accepts Complaints from ID Theft Victims*

Phone: (877) ID-THEFT (877-438-4338)

Website: <http://www.consumer.gov/idtheft>

### **New Jersey State Attorney General's Office**

*Posts information on its website*

Website: <https://www.nj.gov/oag/dcj/index.html>

### **US Postal Service**

*To report theft of mail or fraudulent change of address form use*

P.O. Box 400

Phone: (877) 876-2455

Website: <http://www.usps.com/postalinspectors>

### **Social Security Administration**

P.O. Box 17768 Baltimore,

MD 21235

Fraud Hotline: (800) 269-0271 (1:00pm to 7:00pm PST) Fax:

(410) 597-0118

E-mail: <http://oig.ssa.gov/report-fraud-waste-or-abuse>

### **New Jersey Motor Vehicle Commission**

*To report suspected fraud or criminal behavior that is related to MVC operations*

Call their 24-hour MVC Tip Line toll-free:

866-TIPS-MVC (1-866-847-7682)

Motor Vehicle Commission

Victim Assistance Unit

P.O. Box 166

Trenton, NJ 08666

609-633-9450

### **Credit Reporting Agencies**

*It is important to include your social security number and current address when writing to the following credit bureaus:*

#### **Equifax**

P.O. Box 105069

Atlanta, GA 30348

1-800-685-1111

[www.equifax.com](http://www.equifax.com)

#### **Experian**

P.O. Box 9532

Allen, TX 75013

1-888-397-3742 or 1-888

EXPERIAN

[www.experian.com](http://www.experian.com)

#### **Trans Union**

P.O. Box 6790

Fullerton, CA 92834

1-800-888-4213

[www.transunion.com](http://www.transunion.com)



# Hackensack Police Department

## Fraud/Identity Theft Reporting Form

FOR OFFICIAL USE ONLY	
Case #	-
Received by:	
Personnel #:	
ID Attached:	

Your case **WILL NOT** be investigated unless/until you provide supporting documentation as explained on the instruction sheet under item #4.

Fields in **BLUE** are required

Your Name: \_\_\_\_\_  
Last First Middle

Alias/Maiden Names: \_\_\_\_\_

Driver's License or ID#: \_\_\_\_\_ State: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
Street City State Zip

Mailing Address: \_\_\_\_\_  
Street City State Zip

Check if same as physical

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

E-Mail (if available): \_\_\_\_\_

1. Total amount of financial loss: \$ \_\_\_\_\_

2. Have you been reimbursed for the amount listed in #1?  Yes  No  Partially \$ \_\_\_\_\_

3. How did you become aware of the crime?

Found fraudulent charges on my credit card bill. Which one? *Name of card, account number & card number.*

Found fraudulent charges on my cellular phone bill. Which one?  
*Your cellular phone number & service provider (i.e.: Verizon).*

Received bills for an account(s) I did not open. Which one? *Name of account & account number(s)*

Found irregularities on my credit report. *If checked, attach credit report.*

Was contacted by a creditor demanding payment for something I did not buy. Which one?  
*Name of creditor, phone number for creditor & name of person with whom you spoke.*

Was contacted by a bank's fraud department about charges. Which one?  
*Name of Bank, account number, name of person you spoke to & that person's phone number.*

Other: \_\_\_\_\_

4. What date did you first become aware of the crime? \_\_\_\_\_ (MM/DD/YYYY)

5. When did the fraudulent activity begin? \_\_\_\_\_ (MM/DD/YYYY)

6a. Was the fraudulent activity made using your name?  Yes  No  Unknown

6b. If you answered no to 6a, please list the full name, address, and other identifying information that the fraudulent activity was under?  Personal  Business

Business name: \_\_\_\_\_

Name: \_\_\_\_\_  
*Last First Middle*

Address: \_\_\_\_\_  
*Street City State Zip*

6c. To the best of your knowledge at this point, what identity crimes have been committed? *Check all that apply.*

- Opening new credit card accounts in my name
- Unauthorized withdrawals from my bank accounts.
- Taking out unauthorized loans in my name.
- Check fraud.
- Opening utility and/or telephone accounts in my name.
- Unauthorized access to my securities or investment accounts.
- Making purchase(s) using my credit cards or credit card numbers without authorization
- Evading prosecution for crimes committed by using my name or committing new crimes under my name.
- Other: \_\_\_\_\_
- Passport/visa fraud.
- Opening new bank accounts in my name.
- Obtaining government benefits in my name.
- Obtaining employment in my name.

7a. **Suspect Information**  Check if suspect information is unknown

Do you have any information on a suspect in this identity/fraud crime case? If yes, provide as much information as possible about the suspect, including the suspect's full name, phone number, and address.

Suspect's Name: \_\_\_\_\_  
*Last First Middle*

Date of birth: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City State Zip*

7b. Please list your relationship with the suspect and why you feel he/she committed the fraud you are reporting?

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

8. Please list any government documents fraudulently obtained in your name (driver's license, SSN etc.)

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9. Have you contacted the following organizations and requested a "Fraud Alert" be put on your account?

Your bank/credit union(s):

Branch location	Phone Number	Contact Person	Account Number
<input type="checkbox"/> Equifax 1.888.766.0008	What date?		
<input type="checkbox"/> TransUnion 1.800.680.7289	What date?		
<input type="checkbox"/> Experian 1.888.397.3742	What date?		
<input type="checkbox"/> Social Security Administration			
<input type="checkbox"/> Other:			

10. Have you been the victim of any other crime that could be related? (i.e. theft or loss of wallet)  
*If yes, list location, police department report taken by, and case number.*

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11. List ALL fraudulent activity that you are aware of to date. Include locations and addresses of where fraudulent applications or purchases were made. Please be concise and explain ALL the facts, *as if you are speaking to an officer*. You may attached a separate (8 ½ x 11) sheet of paper if you need more space.

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12. Provide the following information for each account that you are reporting had fraudulent/theft activity.

Creditor Name (Kohl's, Chase etc.)	Card Type (Visa/Master Card etc.)	Card/Account Number



**By filing this complaint, I understand that:**

- A person commits the crime of making a false report if he/she willfully makes any untrue, misleading, or exaggerated statement in any report to a police or fire department.
- Making a false report is an offense in violation of N.J.S. 2C:28-4b.

I certify under penalty of perjury under the laws of the State of New Jersey that the foregoing is true and correct.

X

\_\_\_\_\_  
*Your signature*

\_\_\_\_\_  
*Date Signed*

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Return this completed form and any supporting documentation,  
**in person**, to the Hackensack Police Department.

**You will be required to provide a valid picture ID.**

*Anytime*

225 State Street Hackensack, NJ 07601 - 201-646-7777

*Please note, due to the nature of the crime being reported, faxed/emailed forms will not be accepted.*

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