

W I S C O N S I N

# Office of Privacy Protection

*Safeguarding Information for Your Future*

## Victim Checklist: Preparing to Report

Gathering information to move the investigation and victim assistance forward is key. Having the information below all in one place and available when filing a formal complaint and police report will make the process more efficient and assist you in your recovery process.

- Date of birth, SSN, DL#, victim contact information
- Account numbers involved in fraud, list all account holders
- Exact locations and names (addresses, businesses, persons involved) where fraud occurred
- List Financial institutions, businesses and creditors that need to be notified
- Photocopies of any correspondence about the case
- Chronological log of the crime and victim's actions.

# Victim Checklist: Recovery

To follow is a checklist of steps to take to immediately protect your person information from further harm and to assist in your recovery from fraud.

- File a **police report**
- Place a **fraud alert** on the credit report
- Request a **credit report** and check for any suspicious accounts.
- Continually monitor it every four months.
- Contact existing creditors and bank. **Dispute** in writing and ask to close any affected accounts
- Contact companies** where new accounts may have been opened and dispute any charges in writing. **Close** any accounts affected.
- Maintain a log** of events about the case, everything matters.
- File a complaint** with the OPP