Instructions for Completing the Affidavit of ID Theft and/or Fraudulent Use

This affidavit is for use where a new account was opened in your name or if someone made unauthorized charges to an existing account. Complete this affidavit as soon as possible. Delays on your part could slow the investigation.

When you submit the affidavit, attach copies (NOT originals) of any supporting documents (for example, driver's license, police report, BruinCard, etc.). Before submitting your affidavit, review the disputed account(s) with family members or friends who may have information about the account(s) or access to them.

Be as accurate and complete as possible. You may choose not to provide some of the information requested. However, incorrect or incomplete information will slow the process of investigating your claim and absolving the debt. Print clearly.

When you have finished completing the affidavit, submit a copy to BruinCard Center. BruinCard will review your claim and send you a written response telling you the outcome of the investigation. Keep a copy of everything you submit.

Except as noted, the information you provide will be used only by the department to process your affidavit, investigate the events you report, and help stop further fraud. If this affidavit is requested in a lawsuit, UCLA might have to provide it to the requesting party. Completing this affidavit does not guarantee that the identity thief will be prosecuted or that the debt will be cleared.

If you haven’t already done so, report the ID theft fraud immediately:

1. If unauthorized charges are made on your BruinCard, suspend your card immediately through one of the following methods:
   - “Freeze Card” online at www.bruincard.ucla.edu. (Available 24 hours, 7 days a week.)
   - Call the BruinCard Center at 310-825-2336.
   - In person at a BruinCard Center (123 Kerckhoff Hall).
   - Submit a request through the MyUCLA Message Center.

2. Report to the University Police Department or the police in the community where the identity theft took place. Get a copy of the police report or, at the very least, the number of the report.
VICTIM INFORMATION

<table>
<thead>
<tr>
<th>Date Submitted</th>
<th>Full Legal Name:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>BruinCard ID:</td>
</tr>
<tr>
<td></td>
<td>Current Address:</td>
</tr>
<tr>
<td></td>
<td>Date of Birth:</td>
</tr>
<tr>
<td></td>
<td>Phone Number</td>
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<tr>
<td></td>
<td>Email Address</td>
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</tbody>
</table>

HOW THE FRAUD OCCURRED

Check all that apply.

☐ I did not authorize anyone to use my BruinCard to seek the goods or services described in this report.

☐ I did not receive any benefit, money, goods or services as a result of the events described in this report.

☐ My BruinCard was stolen/lost on or about ________________________________.

☐ I suspended my BruinCard on or about ________________________________:
  ☐ on the website  ☐ by phone  ☐ in-person
  ☐ chat (live help) ☐ by email

☐ I do NOT know who used my information or BruinCard to obtain goods or service without my knowledge or authorization.

☐ Additional comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Affidavit of ID Theft and/or Fraudulent Use
(Attach additional pages as necessary)

VICTIM'S LAW ENFORCEMENT ACTIONS

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

☐ I am ☐ am not authorizing the release of this 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 contacted the police. (Attached copy of police report to affidavit - keep the original.)

DOCUMENT CHECKLIST

Please indicate the supporting documentation you are able to provide. Attach copies (NOT originals) to the affidavit before submitting.

☐ A copy of a valid government-issued photo-identification card (for example, your driver's license or passport) and BruinCard.

☐ A copy of the report you filed with the police or sheriff’s department.

☐ For reporting unauthorized charges on your BruinCard, include a transaction report highlighting the fraudulent activities.

SIGNATURE

I certify that, to the best of my knowledge and belief, all the information on and attached to this affidavit is true, correct, and complete and made in good faith. I also understand that this affidavit or the information it contains may be made available to federal, state, and/or local law enforcement agencies for such action within their jurisdiction as they deem appropriate. I understand that knowingly making any false or fraudulent statement or representation to the government may constitute a violation of 18 U.S.C. §1001 or other federal, state, or local criminal statutes, and may result in imposition of a fine or imprisonment or both.

(Signature) __________________________ (date signed) __________________________

Office Use Only

Staff Assisting Victim __________________________ Date __________________________

Management Review __________________________ Date __________________________

Actions: __________________________________________________________________________
_________________________________________________________________________________