

SAMPLE VALIDATION LETTER TO IDENTITY THEFT VICTIM FILE

DATE:
CASE #:
NIC/WAC#:

On _____, you filed an identity theft report and signed a consent form with this agency. The records of this report are presently being reviewed to ensure that the information entered into the National Crime Information Center (NCIC) computer is correct. This could aid in identifying the imposter when encountered by law enforcement.

To maintain your privacy, the information on the identity theft report and consent form is not included in this validation letter.

We ask that you take a minute of your time, answer the questions below, and return this form to us immediately. In the event we do not receive a response, a determination will be made, based on original information, whether or not to retain the entry in the computer. Your cooperation is greatly appreciated.

- 1) Is the information you originally provided in your report still accurate? YES NO
- 2) Do you wish to have your report removed from the Identity Theft Victims File? YES NO

Please include any comments you wish to make:

In order for your information to be removed from NCIC, your signature must accompany this letter.

Signature of reporting party _____

Date: _____