



R. SETH WILLIAMS
District Attorney

DISTRICT ATTORNEY'S OFFICE
Three South Penn Square
Philadelphia, PA 19107
215-686-8000

Information for Victims of Identity Theft

This packet contains information for victims of criminal identity theft, credit fraud, property fraud, public assistance fraud, and other types of fraud. Please refer to the below Table of Contents to find information that is relevant to your situation.

Contents of this Packet

Criminal Identity Theft Recommended steps Form SP 4-164 (request for criminal background check) Fingerprinting locations Motion to Amend Court Records	Page 2
Consumer Credit Fraud Recommended steps	Page 10
Property Fraud Recommended steps	Page 11
Public Assistance Fraud Recommended steps Philadelphia County Assistance Office contact information	Page 12
Additional Resources	Page 14

Please review the information contained in this packet very carefully. If you have any remaining questions after reviewing the packet, please contact the District Attorney's Office Victim/Witness Services Unit at 215-686-8027.

Criminal Identity Theft: Recommended Steps

Steps to Challenge a False Criminal Record

Criminal identity theft occurs when someone knowingly uses your personal information (name, date of birth, Social Security Number, address) as their own at the time of an arrest.

If you believe that someone may have used your name, date of birth and/or Social Security Number during an arrest ***in the City of Philadelphia***, please follow the steps below to challenge the information on your criminal record. If the crime did not occur in Philadelphia, you must contact the county where the crime occurred.

1. Obtain your criminal background check from the Pennsylvania State Police. You can request it electronically on the Pennsylvania State Police website at:
<https://epatch.state.pa.us/Home.jsp>

or use attached form SP 4-164.

The Pennsylvania State Police charge a \$10 fee for a background check. A response may take approximately four weeks.

If there are fraudulent arrests on your record, proceed to Step 2.

Please remember that if your criminal background does not include any fraudulent arrests in the City of Philadelphia, you will not be able challenge the record here.

2. Contact the Pennsylvania State Police (PSP) in Harrisburg to obtain a fingerprint authorization letter that will allow you to get fingerprinted. Call 1-888-783-7972, select option "2" and follow the instructions.
3. Once you have obtained all necessary information (background check results and authorization letter) you may take them to the Pennsylvania State Police Headquarters at 2201 Belmont Ave, Philadelphia, PA 19131. Please call the Headquarters at 215-560-6200 to confirm that the fingerprint technician can accommodate you. The hours and locations for fingerprinting outside of Philadelphia are contained in this letter for your convenience.
4. Once you receive a response from the Pennsylvania State Police Fingerprinting Unit that indicates that your fingerprints do not match those of the person arrested, you may file a motion to amend court records at the Criminal Justice Center, located at 1301 Filbert St. in Philadelphia, PA. Please go to the "Motions Counter," located on the second floor. The "Motion to Correct Defendant's Name and Information in Court Record" petition is also enclosed with this letter.

You may choose to file this motion independently, or you may choose to hire a civil attorney to assist you with this process. The District Attorney's Office may oppose your petition to correct court information and does not represent you legally or as your attorney in the preparation, filing or litigation of any motion you may file in this regard. Should you need assistance in identifying a civil attorney, you may contact the Philadelphia Bar Association Lawyer Referral and Information Service at 215-238-6300 or www.philadelphiabar.org.

If you suspect that your driver's license or driver's license number has been fraudulently used in the commission of a crime, or if your license has been suspended due to misuse by another person, please contact the District Attorney's Office Victim/Witness Services Unit at 215-686-8027 for assistance.

**PENNSYLVANIA STATE POLICE LOCATIONS CAPABLE OF
TAKING FINGERPRINTS FOR THE PATRIOT ACT**

COUNTY	LOCATION	ADDRESS	PHONE #	BUSINESS HOURS
Adams	Gettysburg Station	3033 Old Harrisburg Road, Gettysburg	(717) 334-8111	Mon. 8am-11am; 1pm-6pm; Tue. and Wed. 8am-11am
Allegheny	Pittsburgh Station	449 McCormick Road, Moon Township	(412) 787-2000	Mon. thru Wed. 9am-2pm
Armstrong	Kittanning Station	184 Nolte Drive, Kittanning	(724) 543-2011	Mon. 8am-11am; 1pm-4pm; & 5pm-8pm; Tue. 9am-12pm & 1pm-4pm; Wed. 9am-12pm; Thurs. 10am-1pm
Beaver	Beaver Station	1400 Brighton Road, Beaver	(724) 773-7400	Mon. 1pm-4pm; Tue. 8am-11am & 1pm-7pm Wed. 8am-11am
Bedford	Bedford Station	1475 Country Ridge Road, Bedford	(814) 623-6133	Mon. 4pm-8pm; Tue. 9am-2pm; Wed. 12pm-6pm
Berks	Hamburg Station	90 Industrial Drive, Hamburg	(610) 562-6885	Mon., Tue., Thurs., & Fri. 9am-12pm, Wed. 5pm-8pm
	Reading Headquarters	600 Kenhorst Boulevard, Reading	(610) 378-4011	Mon. 7am-10am, 6pm-9pm; Tue. 7am-10am; Wed. 7am-10am; Thurs. 7am-10am, 6pm-9pm; Fri. 7am-10am, 6pm-9pm; Sat. 8am-9am
Blair	Hollidaysburg Headquarters	1510 North Juniata Street, Hollidaysburg	(814) 696-6100	Mon. thru Wed. 10am-8pm
Bradford	Towanda Station	RD #1, Towanda (US 6, 1/10 mile west of US 220)	(570) 265-2186	Mon., Tue., Thurs., & Fri. 12pm-3pm, Wed. 4pm-7pm
Bucks	Dublin Station	3218 Rickert Road, Perkasio	(215) 249-9191	Mon. & Wed. 8am-12pm; Tue. 4pm-8pm; Thurs. 5pm-8pm
	Trevese Station	3501 Neshaminy Boulevard, Bensalem	(215) 942-3900	Mon. 4pm-8pm; Tue. & Wed. 8am-12pm; Thurs. 4pm-7pm
Butler	Butler Headquarters	200 Barracks Road, Butler	(724) 284-8100	Mon., Wed., Thurs., & Fri. 8am-11am, 1pm-4pm; Tue. 8am-11am, 5pm-8pm
Cambria	Ebensburg Station	100 Casale Court, Ebensburg	(814) 471-6500	Mon. 2pm-9pm; Wed. 7am-3pm
Cameron	Emporium Station	12921 Route 120, Emporium	(814) 486-3321	Mon. 5pm-8pm; Tue. thru Fri. 1pm-4pm
Carbon	Lehigh Station	5730 Interchange Road, Lehigh	(610) 377-4270	Mon 4pm-8pm, Tue thru Thurs 8am-12pm
Centre	Phillipsburg Station	3104 Port Matilda Highway, Phillipsburg	(814) 342-3370	Mon., Tue. & Thurs. 10am-8pm; Wed. 12pm-4pm
	Rockview Station	745 South Eagle Valley Road, Bellefonte	(814) 355-7545	Mon. 3:30pm-6:30pm; Tue. & Thurs. 8:30am-11:30am, 3:30pm-6:30pm
Chester	Avondale Station	2 Moxley Lane, Avondale	(610) 268-2022	Mon. thru Fri. 8am-11am; Wed. 2pm-8pm
	Embreeville Station	997 Lieds Road, Coatesville	(484) 340-3241	Mon. thru Fri. 8am-11am; Wed. 2pm-8pm
Clarion	Clarion Station	209 Commerce Road, Clarion	(814) 226-1710	Mon. 9am-12pm, 6pm-9pm; Tue. 1pm-4pm; Wed. 9am-12pm; Thurs. 4pm-7pm
Clearfield	Clearfield Station	147 Doe Hill Road, Woodland	(814) 857-3800	Mon. 4pm-7pm; Tue., Thurs., & Fri. 9am-12pm; Wed. 1pm-4pm
Clinton	Lamar Station	7127 Nittany Valley Drive, Mill Hall	(570) 726-6000	Mon. 5pm-8pm; Tue. thru Fri. 1pm-4pm
Columbia	Bloomsburg Station	6850 Hilday Church Road, Bloomsburg	(570) 387-4701	Mon. 4pm-8pm; Tue. thru Thurs. 8am-12pm
Crawford	Meadville Station	11176 Murray Road, Meadville	(814) 332-6911	Mon., Tue., Thurs., & Fri. 10am-1pm, Wed. 8am-11am, 1pm-4pm, 5pm-8pm
Cumberland	Carlisle Station	1538 Commerce Avenue, Carlisle	(717) 249-2121	Mon. thru Wed. 9am-12pm, 1pm-4pm; Tue. 6pm-9pm
Dauphin	Harrisburg Headquarters	8000 Bretz Drive, Harrisburg	(717) 671-7500	Mon. thru Thurs. 8am-12pm, 12:30pm-3:30pm; Tue. 6pm-9pm
	Lykens Station	301 State Road, Elizabethville	(717) 362-8700	Mon. thru Wed. 8am-12pm; Mon. 6pm-9pm
Delaware	Media Station	1342 West Baltimore Pike, Media	(484) 840-1000	Mon. & Wed. 9am-12pm, 5pm-8pm, Tue., Wed., & Fri. 9am-12pm
Elk	Ridgway Station	15010 Boot Jack Road, Ridgway	(814) 776-6136	Mon. 6pm-8pm; Tue. thru Thurs. 2pm-4pm; Fri. 9am-11am
	Corry Station	11088 Route 6 East, Union City	(814) 663-2043	Mon. 5pm-8pm; Tue. & Wed. 9am-1pm
Erie	Erie Headquarters	4320 Iroquois Avenue, Erie	(814) 898-1641	Mon. & Tue. 9am-12pm, 1pm-7pm; Wed. 9am-12pm, 1pm-4pm; Thurs. & Fri. 9am-12pm
	Girard Station	5950 Meadville Road, Girard	(814) 774-9611	Tue. & Thurs. 9am-12pm, 4pm-7pm; Wed. 9am-12pm
Fayette	Uniontown Station	1070 Eberly Way, Lemont Furnace	(724) 439-7111	Mon. 10am-4pm; Tue. & Wed. 10am-5pm
Forest	Tionesta Station	RD #1 Box 43DD, Tionesta (SR 36, 4.6 miles south of Tionesta Borough)	(814) 755-3565	Mon. & Thurs. 1pm-3pm; Tue. 6pm-8pm; Wed. & Fri. 9am-11am
Franklin	Chambersburg Station	679 Franklin Farm Lane, Chambersburg	(717) 264-5161	Mon. 9am-9pm; Wed. & Thurs. 8am-12:30pm
Fulton	McConnellsburg Station	23170 Great Cove Road, McConnellsburg	(717) 485-3131	Mon. & Wed. 12pm-5pm
Greene	Waynesburg Station	255 Elm Drive, Waynesburg	(724) 627-6151	Mon. thru Fri. 2pm-6pm
Huntingdon	Huntingdon Station	RD #1 Box 10 A, Huntingdon (SR 26, 1.8 Miles South of SR 22)	(814) 627-3161	Mon. 12pm-8pm; Wed. 10am-5pm
Indiana	Indiana Station	4221 Rt. 286 Highway West, Indiana	(724) 357-1960	Mon. thru Fri. 8:00am-4:00pm
Jefferson	Dubois Station	101 Preston Way, Falls Creek	(814) 371-4652	Mon. 9am-12pm, 6pm-9pm; Tue. 1pm-4pm; Wed. 9am-12pm; Thurs. 6pm-9pm
	Punxsutawney Headquarters	485 N. Findley Street, Punxsutawney	(814) 938-0510	Mon. & Tue. 8am-11am, 1pm-4pm, 6pm-9pm; Wed. 8am-11am, 1pm-4pm; Thurs. 1pm-4pm; Fri. 8am-11am
Juniata	Lewistown Station	34 Arch Rock Road, RR #5 Box 34, Mifflintown	(717) 320-1010	Mon. 4pm-9pm; Wed 9am-2pm
Lackawanna	Dunmore Headquarters	85 Keystone Industrial Park, Dunmore	(570) 963-3156	Mon., Wed., & Fri. 9am-3pm; Tue. & Thurs. 3pm-9pm

**OTHER TIMES MAY BE AVAILABLE BY APPOINTMENT. PLEASE CONTACT THE LOCATION DIRECTLY,
AT THE PHONE NUMBER PROVIDED, TO MAKE ARRANGEMENTS.**

**PENNSYLVANIA STATE POLICE LOCATIONS CAPABLE OF
TAKING FINGERPRINTS FOR THE PATRIOT ACT**

COUNTY	LOCATION	ADDRESS	PHONE #	BUSINESS HOURS
Lancaster	Ephrata Station	21 Springhouse Road, Ephrata	(717) 721-7667	Mon., Tue., Thurs. & Fri. 2pm-4pm, Wed. 6pm-8pm
	Lancaster Headquarters	2099 Lincoln Highway East, Lancaster	(717) 299-7656	Mon., Tue., Thurs., Fri. 9am-12pm, 1pm-4pm; Wed. 9am-12pm, 4pm-7pm
Lawrence	New Castle Station	RD #5 Box 5265, New Castle (3539 Wilmington Rd.)	(724) 598-2211	Mon. 9am-12pm, 6pm-9pm; Tue. 9am-12pm; Wed. 9am-3pm; Thurs. & Fri. 9am-12pm
Lebanon	Jonestown Station	2632 SR 72, Jonestown	(717) 865-2194	Mon. 1pm-4pm, 5pm-9pm; Tue. 9am-12pm, 1pm-4pm; Wed. 9am-12pm
Lehigh	Bethlehem Headquarters	2930 Airport Road, Bethlehem	(610) 861-2026	Mon. & Tue. 3pm-9pm; Wed. thru Fri. 8am-2pm
	Fogelsville Station	8320 Schantz Road, Breinigsville	(610) 395-1438	Mon. 8am-1pm; Tue. & Wed. 4pm-8pm; Thurs. & Fri. 8am-12pm
Luzerne	Hazleton Headquarters	250 Dessen Drive, West Hazleton	(570) 459-3890	Mon. thru Fri. 8am-12pm; Mon. & Thurs. 4pm-8pm; Wed. 1pm-3pm
	Shickshinny Station	872 Salem Boulevard, Berwick	(570) 542-7105	Mon. & Tue. 12pm-3pm; Tue. 4pm-7pm; Wed. thru Fri. 1pm-3pm
	Wyoming Headquarters	475 Wyoming Avenue, Wyoming	(570) 697-2000	Mon. 8am-12pm, 2pm-4pm; Tue. & Wed. 12pm-4pm, 5pm-7pm; Thurs. and Fri. 8am-12pm
Lycoming	Montoursville Headquarters	899 Cherry Street, Montoursville	(570) 368-5700	Mon. & Wed. 1pm-7pm; Tue., Thurs., & Fri. 10am-4pm
McKean	Kane Station	3178 Route 219, Kane	(814) 778-5555	Mon. 6pm-8pm; Tue. 1pm-3pm; Wed. thru Fri. 9am-11am
Mercer	Mercer Station	826 Franklin Road, Mercer	(724) 662-6162	Mon., Wed., & Fri. 9am-12pm; Tue. & Thurs. 9am-12pm, 4pm-7pm
Monroe	Fern Ridge Station	HC #1 Box 1327, Blakeslee (SR 115, 1/4 mile north of I-80, Exit 284)	(570) 646-2271	Mon. 4pm-8pm; Tue. thru Thurs. 8am-12pm
	Swiftwater Station	HC 1 Box 121, Swiftwater (SR 611, 3 miles north of I-80, Exit 299)	(570) 839-7701	Mon. 4pm-8pm; Tue. thru Thurs. 8am-12pm; Wed. 4pm-9pm
Montgomery	Skippack Station	2047C Bridge Road, Schwenksville	(610) 584-1250	Mon., Thurs., Fri. 9am-12pm; Tue. & Wed. 9am-12pm, 5pm-8pm
Northampton	Belfast Station	622 Bangor Road, Easton	(610) 258-0816	Mon. & Thurs. 3pm-6pm; Tue., Wed., & Fri. 8am-11am
	Milton Station	50 Lawton Lane, Milton	(570) 524-2662	Mon. 3pm-8pm; Tue., Thurs., & Fri. 9am-1pm; Wed. 4pm-8pm
Northumberland	Stonington Station	RD #2 Box 83, Sunbury (SR 61, 4.5 miles south of Sunbury)	(570) 286-5601	Mon., Tue., Wed., & Fri. 8am-10am; Thurs. 6pm-8pm
	Perry	Newport Station	52 Red Hill Court, Newport	(717) 567-3110
Philadelphia	Philadelphia Headquarters	2201 Belmont Avenue, Philadelphia	(215) 560-6200	Mon. & Tue. 8am-12pm, 4pm-9pm; Wed. thru Fri. 8am-12pm
Pike	Blooming Grove Station	HC6 Box 6810, Hawley (SR 402, 1.5 Miles north of I-84, Exit 30)	(570) 226-5720	Mon. 9am-12pm, 1pm-7pm; Tue. 9am-12pm, 1pm-4pm; Wed. 9am-12pm, 4pm-7pm
Potter	Coudersport Station	3140 East Second Street, Coudersport	(814) 274-8690	Mon., Wed., & Thurs. 1pm-3pm; Tue. 6pm-8pm; Fri. 8am-10am
Schuylkill	Frackville Station	4 Eleanor Drive, Frackville	(570) 874-5300	Mon., Wed. 9am-12pm; Tue. 4pm-9pm; Thurs. 1pm-5pm
	Schuylkill Haven Station	23 Meadowbrook Drive, Schuylkill Haven	(570) 593-2000	Mon. 8am-11am, 1pm-4pm, Wed. 8am-11am, 1pm-4pm, Fri. 1pm-4pm
Snyder	Selinsgrove Station	RD #1 Box 131, Selinsgrove (SR 522, 2 miles west of Selinsgrove)	(570) 374-8145	Mon. & Thurs. 1pm-4pm; Tue. and Fri. 9am-12pm; Wed. 4pm-7pm
Somerset	Somerset Station	142 Sagamore Street, Somerset	(814) 445-4104	Mon. & Wed. 12pm-5pm; Tue. 2pm-7pm
Sullivan	Laporte Station	PO Box 70, Laporte (US 220, 1/10 mile south of SR 154)	(570) 946-4610	Mon. 12pm-3pm; Tue. 12pm-3pm, 4pm-7pm; Wed. thru Fri. 1pm-3pm
Susquehanna	Gibson Station	RD#1 Box 227 B, New Milford (SR 848, 1/2 mile west of I-81)	(570) 465-3154	Mon. thru Fri. 1pm-4pm, Tue. 4pm-7pm
Tioga	Mansfield Station	1745 Valley Road, Mansfield	(570) 662-2151	Mon., Tue., Thurs., & Fri. 9am-12pm, Wed. 5pm-8pm
Venango	Franklin Station	6724 US 322, Franklin	(814) 676-6596	Mon. thru Thurs. 9am-2pm; Tue. 5pm-9pm
Warren	Warren Station	2875 Pennsylvania Avenue, West Ext, Warren	(814) 728-3600	Mon., Wed., Thurs., & Fri. 9am-12pm; Tue. 6pm-9pm
Washington	Washington Headquarters	83 Murland Avenue, Washington	(724) 223-5200	Mon. 10am-6pm, Tues. 10am-4pm, Wed. 12 noon-7pm
Wayne	Honesdale Station	RR 6, 14 Collan Park, Honesdale	(570) 251-7207	Mon. & Tue. 8am-10am, 4pm-7pm; Wed. 8am-12pm, 1pm-4pm; Thurs. & Fri. 9am-12pm
Westmoreland	Greensburg Headquarters	100 N. Westmoreland Avenue P.O. Box "P", Greensburg	(724) 832-3288	Mon. 12pm-4pm, 5pm-10pm; Tue. 12pm-4pm, 5pm-10pm; Wed. thru Fri. 12pm-4pm
	Belle Vernon Station	560 Circle Drive, Belle Vernon	(724) 929-6262	Mon. thru Wed. 10am-5pm
	Kiski Valley Station	4451 Route 66, Apollo	(724) 727-3434	Mon. & Tues. 11am-7pm; Wed. 7am-4pm
Wyoming	Tunkhannock Station	915 SR 6W, Tunkhannock	(570) 836-2141	Mon. & Wed. 1pm-4pm; Tue. 6pm-9pm; Thurs. & Fri. 9am-12pm
York	York Station	110 North Street, York	(717) 428-1011	Mon. 9am-4pm; Tue. 3pm-9pm; Wed. 8am-4pm

**OTHER TIMES MAY BE AVAILABLE BY APPOINTMENT. PLEASE CONTACT THE LOCATION DIRECTLY,
AT THE PHONE NUMBER PROVIDED, TO MAKE ARRANGEMENTS.**

**MOTION TO CORRECT DEFENDANT'S NAME AND INFORMATION
IN COURT RECORD**

NOTICE TO THE PETITIONER:

1. IT IS YOUR RESPONSIBILITY to complete and file the motion properly. You have the right to have an attorney. You will need the information that is in each court record that you seek to change: name, date of birth, address, social security number, etc.
2. The Office of the District Attorney will review your petition and may agree with what you request or may oppose your request. The District Attorney is not your attorney in this matter.
3. This motion may be used ONLY to change information in court records when someone else has been arrested and has used your name and other information belonging to you. This motion will NOT change Philadelphia Police records, State Police Records or Driving Records with PennDOT.
4. You must file a separate motion for each court record that you seek to change.
5. Once you have the motion completed you must have your signature notarized by a notary public.
6. You must attach a copy of the Court record that is causing you a problem and which you want changed. You can obtain a background check at the Clerk of Quarter Sessions Room 310, Criminal Justice Center, 1301 Filbert St. for a \$3.00 fee. You may also obtain this information for free at <http://ujportal.pacourts.us/>
7. The filing fee is \$12.50 per petition. You should file the petition at the Criminal Motions desk at Room 206 in the Criminal Justice Center, 1301 Filbert Street.
8. Your failure to include any of the required information will result in the dismissal of your petition. You may be allowed to file the petition again with the missing information now included, but you will have to pay a new fee of \$12.50.
9. You will be representing yourself or you can pay an attorney to represent you at the hearing. If you fail to appear at the hearing the petition will be dismissed. The hearing will be at 9:00 AM in the Criminal Justice Center. You will be given the room number for the hearing.
10. If your petition is granted, you will need to get certified copies of the Court Order(s) to send to any party or agency that may be causing you problems. You should keep one certified copy of the Court Order for your own records.

IN THE COURT OF COMMON PLEAS OF PHILADELPHIA
CRIMINAL TRIAL DIVISION
CRIMINAL MOTIONS COURT

COMMONWEALTH : CASE NUMBER:
: DATE OF ARREST:
VS : DC#:
_____: PID#:
_____: SID#:
_____: Victim's DOB:
(Victim's Name and Address) : Victim's SS#:

MOTION TO CORRECT DEFENDANT'S NAME AND INFORMATION

1. My name is _____
2. I am not the individual who was arrested for this offense and some other person used my name or other identifying information. I need to have incorrect information changed.
3. I understand that I will be fingerprinted and that may be arrested and prosecuted if I present any false information to authorities regarding this petition.
4. I am requesting that my name and/or other information in the court record be changed and that the caption of the case and relevant computer screens in the court's computer be updated with new information as follows:

Remove this name from the caption of the case _____
Remove this date of birth _____
Remove this Social Security Number _____
Remove this Address _____

WHEREFORE, I respectfully pray that this Honorable Court order that this request to change the name and/or other relevant data in the above case be granted.

Respectfully submitted,

Petitioner

NOTARIZED STATEMENT

I, _____, being duly sworn
according to law, depose and say that the foregoing information contained in this Motion to
Change Name and Information is true and correct to the best of Petitioner's knowledge,
information and belief.

Petitioner (Signature)

Sworn to and Subscribed

Before me this ____ day

Of _____, 20 ____.

Notary Public

Consumer Credit Fraud: Recommended Steps

Consumer Credit Identity Theft occurs when someone uses your personal identifying information to gain access to your bank account and/or credit cards, or to obtain loans, new/additional credit cards, utility accounts, health insurance, other types of insurance, or to register a motor vehicle.

If you believe that someone has used your credit card information fraudulently or has obtained loans in your name, IMMEDIATELY:

1. Contact your local police district to file a police report
2. Place an initial fraud alert with the 3 national credit reporting agencies:
 - Equifax (contact: 1-800-525-6285)
www.equifax.com
 - Experian (contact: 1-888-397-3742)
www.experian.com
 - TransUnion (contact: 1-800-680-7289)
www.transunion.com

It may not be necessary to call all three credit reporting agencies. When you call any of the three agencies, request that they notify the other two. Be sure to report the identity theft and ask the company to put a fraud alert on your credit line. The initial fraud alert stays on credit report for 90 days. It can be renewed after 90 days at your request.

The agency you contact will provide you with additional instructions.

If someone has made unauthorized withdrawals from your bank account:

Contact your bank's fraud department and follow their instructions.

If you believe that someone has filed bankruptcy in your name, tampered with your investment accounts, committed mail theft, opened an account with a utility company in your name, or otherwise falsely used your information, contact the Federal Trade Commission at: 1-877-ID-THEFT (438-4338).

You may choose to hire a civil attorney to assist you with this process. Should you need assistance in identifying a civil attorney, you may contact the Philadelphia Bar Association Lawyer Referral and Information Service at 215-238-6300 or www.philadelphiabar.org.

Property Fraud: Recommended Steps

Property Fraud involving land or a physical building occurs when someone falsely obtains a deed to your property and claims it as their own or transfers such a deed into their name without your consent.

If you are a victim of property fraud:

1. You must report the fraud to the Philadelphia Police Department.
2. If you do not already have a copy of the deed in question, obtain a copy from the Records Department in Room 154, Philadelphia City Hall.

Be sure to search the records by property address to make sure there are no other fraudulent documents. Records Department staff will assist you in obtaining a copy. If you are not able to visit City Hall, you can request a copy of the document by mail. Include your name and address, the address of the property in question and a brief description of the problem. Requests should be sent to: **Records Department, Room 154 City Hall, Philadelphia, PA 19107. Attn: Supervisor.**

You may also access the information on-line. There is a fee for on-line service payable by credit card. To apply for this service, go to: <http://philadox.phila.gov/picris/splash.jsp>.

2. Notify the Economic Crime Unit (ECU) at the District Attorney's Office at 215-686-9647.
3. Obtain the services of a real estate attorney AS SOON AS POSSIBLE. Should you need assistance in identifying a real estate attorney, you may contact the Philadelphia Bar Association Lawyer Referral and Information Service at 215-238-6300 or www.philadelphiabar.org. Free/low cost legal services may be available for those who meet certain eligibility requirements.

Public Assistance Fraud: Recommended Steps

If you believe that someone has used your identifying information (name, date of birth, Social Security Number, and/or address) to fraudulently obtain any public assistance benefits:

1. Please file a report with the local police department where the crime occurred. Keep a copy of the police report.
2. Notify your local public assistance office. Please see the enclosed list of Philadelphia County Assistance Office locations and contact information.
3. It is recommended that you notify the Federal Trade Commission (FTC) of the fraud at 1-877-ID-THEFT (438-4338).

If you suspect Social Security fraud, you may also wish to contact the Social Security Administration Fraud Hotline at 1-800-269-0271 (TTY: 1-866-501-2101).

Reporting Public Assistance (Welfare) Fraud

Philadelphia County Assistance Offices

Retrieved from: <http://www.dpw.state.pa.us/findfacilsandlocs/countyassistanceofficecontactinformation/index.htm>

**Philadelphia County Assistance Office
Headquarters**

801 Market Street
Philadelphia, PA 19107

Phone: 215-560-3283
LIHEAP: 215-560-1583
FAX: 215-560-3214

**Low Income Home
Energy Assistance
Program (LIHEAP)**

1348 W. Sedgley Ave.
Philadelphia, PA 19132-2498

LIHEAP Phone:
215-560-1587
LIHEAP Fax: 215-560-2260

Boulevard District

4109 Frankford Avenue
Philadelphia, PA 19124-4508

Phone: 215-560-6500
FAX: 215-560-2087

Cheltenham District

301 East Cheltenham Avenue
1st Floor
Philadelphia, PA 19144-5751

Phone: 215-560-5200
FAX: 215-560-5251

Delancey District

5740 Market Street 2nd Floor
Philadelphia, PA 19139-3204

Phone: 215-560-3700
FAX: 215-560-2055

Elmwood District

5740 Market Street 1st Floor
Philadelphia, PA 19139-3204

Phone: 215-560-3800
FAX: 215-560-2065

Glendale District

5201 Old York Road
Philadelphia, PA 19141-9943

Phone: 215-560-4600
FAX: 215-560-2248

Liberty District

219 East Lehigh Avenue
Philadelphia, PA 19125-1099

Phone: 215-560-4000
FAX: 215-560-4065

**Long Term and Independent Services
District**

5070 Parkside Avenue
Philadelphia, PA 19131

Phone: 215-560-5500
FAX: 215-560-3469

Ridge/Tioga District

1350 West Sedgley Avenue
Philadelphia, PA 19132-2498

Phone: 215-560-4900
FAX: 215-560-4938

Somerset District

2701 N. Broad Street
2nd Floor
Philadelphia, PA 19132-2743

Phone: 215-560-5400
FAX: 215-560-5403

South District

1163 S. Broad Street
Philadelphia, PA 19147

Phone: 215-560-4400
FAX: 215-560-2066

Unity District

4111 Frankford Avenue
Philadelphia, PA 19124-4508

Phone: 215-560-6400
FAX: 215-560-2067

West District

5070 Parkside Avenue
Philadelphia, PA 19131-4747

Phone: 215-560-6100
FAX: 215-560-2053

**Pennsylvania Department of
Public Welfare's Welfare Fraud
Tip Line: 1-800-932-0582**

Additional Resources

Mail fraud

U.S. Postal Inspection Service: 1-877-875-2455

Lost or stolen passports

U.S. Department of State Passport Services: 1-877-487-2778

Driver's license or identification card fraud

PennDOT Customer Call Center: 1-800-932-4600

Fraudulent use of identity related to traffic tickets or moving violations*

Philadelphia Traffic Court: 215-686-1674

800 Spring Garden St.

Philadelphia, PA 19123

*It is also recommended that you file a report with the Philadelphia Police Department.