

SAFEGUARDING YOUR ID AND PRIVACY

PRECAUTIONS TO TAKE:

- ❖ DON'T ROUTINELY CARRY YOUR SOCIAL SECURITY CARD, BIRTH CERTIFICATE, OR MORE THAN TWO CREDIT CARDS.
- ❖ ALWAYS TAKE CREDIT CARD, DEBIT CARD AND ATM RECEIPTS WITH YOU. NEVER THROW THEM AWAY IN A PUBLIC TRASH CONTAINER. TEAR THEM UP OR SHRED THEM AT HOME WHEN NO LONGER NEEDED.
- ❖ SAVE ALL RECEIPTS AND COMPARE THEM WITH YOUR MONTHLY STATEMENTS. REPORT ALL DISCREPANCIES IMMEDIATELY.
- ❖ DON'T LEAVE BILL PAYMENT ENVELOPES AT YOUR MAILBOX FOR POSTAL CARRIER PICKUP.
- ❖ TEAR UP/SHRED UNUSED PREAPPROVED CREDIT CARD SOLICITATIONS AND CONVENIENCE CHECKS.
- ❖ CAREFULLY REVIEW YOUR CREDIT CARD STATEMENTS AND UTILITY/CELL PHONE BILLS FOR UNAUTHORIZED USE AS SOON AS YOU RECEIVE THEM.
- ❖ ORDER YOUR CREDIT REPORT EACH YEAR FROM EACH OF THE THREE MAJOR CREDIT REPORTING AGENCIES.
- ❖ NEVER GIVE OUT YOUR CREDIT CARD, BANK ACCOUNT OR SOCIAL SECURITY NUMBER UNLESS YOU PLACED THE CALL AND HAVE A TRUSTED BUSINESS RELATIONSHIP WITH THE BUSINESS OR ORGANIZATION.
- ❖ DON'T DISCLOSE PERSONAL IDENTIFICATION INFORMATION ONLINE UNTIL YOU FIND OUT WHAT THE COMPANY'S PRIVACY POLICY IS AND WHAT IT DOES WITH THE INFORMATION IT COLLECTS.
- ❖ EXPLORE WAYS YOU CAN "OPT OUT" OF MAILING LISTS TO REDUCE JUNK MAIL.
- ❖ AVOID ENTERING SWEEPSTAKES AND OTHER CONTESTS TO STAY OFF OF MAILING AND TELEMARKETING LISTS.
- ❖ GUARD AGAINST OVERUSE OF YOUR SOCIAL SECURITY NUMBER.
 - DO NOT HAVE YOUR SOCIAL SECURITY NUMBER PRINTED ON YOUR CHECK.
 - IF A BUSINESS REQUESTS YOUR SOCIAL SECURITY NUMBER, ASK TO USE AN ALTERNATE NUMBER.
 - IF A GOVERNMENT AGENCY ASKS FOR YOUR SOCIAL SECURITY NUMBER, A PRIVACY ACT NOTICE SHOULD ACCOMPANY THE REQUEST.

- ❖ IF YOU SHOP ON THE INTERNET, USE A SECURE BROWSER, WHICH ENCRYPTS OR SCRAMBLES PURCHASE INFORMATION, OR ORDER BY PHONE. (CHECK THE LOCK OR KEY ICON ON THE SCREEN TO MAKE SURE THE SITE IS SECURE. A BROKEN ICON INDICATES THE SITE IS NOT SECURE.)
- ❖ CHANGE YOUR PASSWORDS FREQUENTLY AND MEMORIZE THEM. (MIX NUMBERS WITH UPPER AND LOWER CASE LETTERS, OR USE A WORD NOT FOUND IN THE DICTIONARY.)
- ❖ IF POSSIBLE, KEEP ONE CREDIT CARD SOLELY FOR INTERNET SHOPPING. (THAT WAY, IF THE NUMBER IS STOLEN ONLINE, YOU'D ONLY NEED TO CANCEL THAT CARD.)
- ❖ CHECK YOUR SOCIAL SECURITY STATEMENT WHEN RECEIVED EACH YEAR TO MAKE SURE SOMEONE IS NOT USING YOUR SSN FOR EMPLOYMENT.
- ❖ TREAT YOUR MEDICARE CARD AS A CREDIT CARD. DON'T GIVE OUT THE NUMBER TO UNAUTHORIZED PERSONS OR LET UNAUTHORIZED PERSONS SEE THE NUMBER. REVIEW EACH MEDICARE EXPLANATION OF BENEFITS CAREFULLY FOR NAME OF PROVIDER, DATE OF AND TYPE OF SERVICE.

FOR MORE INFORMATION AND WHAT TO DO, IF YOU ARE A VICTIM OF CREDIT IDENTITY THEFT, CONTACT:

SOCIAL SECURITY ADMINISTRATION

1-800-772-1213

MONDAY – FRIDAY

7 A.M. – 7 P.M.

SSA FRAUD HOTLINE

1-800-269-0271

FEDERAL TRADE COMMISSION

TOLL-FREE 1-877-IDTHEFT

www.consumer.gov/idtheft

STATE OF CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS

1-800-952-5210

YOUR LOCAL POLICE/SHERIFF'S DEPARTMENT