Identity Theft: Contact Log

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Consumer's Name: _____

Address: _____

Phone: _____ Cell: _____ Email: _____

Instructions:

1. **DOCUMENT IMMEDIATELY** every communication you have with a police department, credit bureau, creditor, debt collector or any agency regarding the Identity Theft. Maintain detailed notes of all conversations. Note the date and time, person's name, phone, address and specifics of your conversation.
2. **DO NOT THROW ANYTHING AWAY:** Keep all solicitations and correspondence with envelopes, sent and received. Document all calls.
3. **MAINTAIN FILES:** Organize your credit reports; creditor correspondence & statements; debt collection correspondence & phone contact.

Date of Call Month/Day/ Year	**Time of Call**	**Company Name Address, City/State/ZIP**	**Name of Contact/Title of Contact Direct Dial Phone Number**	**Detail of Action:** • **Phone Call: Who did you speak with? What did you discuss?** • **Rec'd Letter/Email/Fax: Date of letter. Who was it from?** • **Sent Letter/Email/Fax: Date of letter. Sent to whom?**