Identity Theft Checklist

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# Tasks:

☐ **Wallet**

☐ **Remove any cards or documents not needed on a regular basis.**

☐ **Don't keep a birth certificate in your wallet.**

☐ **Only carry your passport when necessary.**

☐ **If your wallet is lost or stolen, immediately contact your credit card companies and financial institutions.**

☐ **Mailbox**

☐ **Install a locked mailbox or a mail slot that allows letters to drop inside your home.**

☐ **When you're away, ask a neighbour to promptly pick up your mail.**

☐ **Take note of when credit card and utility bills are supposed to arrive.**

☐ **Reduce the number of sensitive documents mailed to your home by switching to secure online banking.**

☐ **Destroy any unwanted pre-approved credit card applications that arrive in the mail.**

☐ **Instruct your bank not to mail you unsolicited convenience cheques.**

☐ **Computer**

☐ **Use intricate passwords.**

☐ **Avoid using an automatic login feature.**

☐ **Never leave your laptop in the car or anywhere else it could easily be stolen.**

☐ **Use digital signatures, data encryption, and anonymizing services.**

☐ **Use a personal firewall.**

☐ **Install virus protection software.**

☐ **Disable file-sharing software to block unauthorized access to information in your computer.**

☐ **When shopping or banking online, only send personal or financial information after ensuring there is a secure transaction system.**

☐ **Make online purchases from reputable firms.**

☐ **Sign out of a web site and clear your Internet file after online banking.**

☐ **Make sure your wireless Internet is protected.**

☐ **Disconnect or disable your Wi-Fi equipment when not in use.**

☐ **Do not reply to or click on links in any e-mail asking for your personal information.**

☐ **Ensure personal information is deleted before selling a computer.**

☐ **Do not engage by replying to bogus e-mails.**

☐ **Credit Cards**

☐ **Don't give credit card numbers on the telephone unless you are sure who you are speaking with.**

☐ **Monitor bills and credit card activity carefully each month.**

☐ **Keep a list of all credit card numbers and expiry dates in a safe place**

☐ **Cut up any credit or debit cards that are expired or that you don't use.**