

Red Flags Identity Theft Incident Report

When an identity theft incident occurs, complete this form and email it to audit@ucf.edu. University employees are expected to notify University Audit once they become aware of an incident of identity theft or of the university's failure to comply with the Red Flags Identity Theft program per [UCF Policy 2-105.1 - Identity Theft Prevention](#).

Contact Information of Individual Reporting the Incident (optional)					
Name:			Title:		
Email:			Telephone/Fax:		
Department/Division:			Date:		
Incident Details					
Please do <u>not</u> include sensitive information on this form such as social security or other identification numbers, credit card numbers, or personal financial records.					
Date of Incident:	Date reported:	Time of Incident:			
Describe the type of information/account compromised, the red flag, and how it was discovered:					
Did this activity occur in person or by email, phone, or fax?					
Who else or what department has been notified of the incident?					
Is any of this activity on a security camera?	Yes	No	Don't Know		
Has this been reported to local law enforcement or UCF Police?	Yes		No		
If yes, please provide a copy of the police report and case number:					
Actions					
Has the person(s) whose identity is in question been notified?	Yes		No		
By whom?					
Did this action include an address change?	Yes	No	Request for new ID?	Yes	No
Request for student information?	Yes	No	Account information?	Yes	No
Use of a credit card?	Yes	No	Telephone number change?	Yes	No
Other, please specify:					