



Identification & Work

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Shasta County Health and Human Services Agency  
Department of Social Services  
CalWORKs Employment Services Program





## Identification & Work

**Lost or stolen identification can have an effect on getting a job.**

Is lost or stolen identification holding me back from getting a job, a home of my own, or a better future?

If my answer is yes, I need to take action and learn about some of the options for replacing my identification, cleaning up my credit history, and lowering my risk for identification problems in the future.

### Action Items:

- Learn what to do if I am a victim of identity theft or if a background check shows I have a criminal history, but I have never been arrested or convicted of a crime. Find out who I can contact for help.
- Learn how to take the first step toward replacing my lost birth certificate by finding out who to contact.
- Learn how to get help with credit or debt issues caused by identity theft. Credit and debt issues can keep me from finding and keeping jobs and affordable housing.
- Learn what I can do to lower my risk of credit card and identity theft.
- Learn what steps to take if my Social Security number (card) is lost or stolen.
- Learn what to do if someone else is using my Social Security Number for work purposes.
- Learn how to replace my lost or stolen passport.



## Identity Theft

If you apply for a job and a background check shows that you have a criminal history, but you have never been arrested or convicted of a crime, you may be a victim of identity theft.

Identity theft is a crime. Identity theft and identity fraud are terms used to refer to all types of crime in which someone wrongfully obtains and uses another person's personal information in some way that involves fraud.

These websites will give you information about what to do if you are a victim of identity theft, and explain why you need to protect yourself from identity theft:

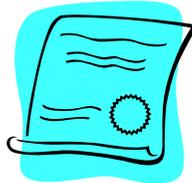
- United States Department of Justice at <http://www.usdoj.gov/criminal/fraud/websites/idtheft.html>
- Identity Theft Resource Center at <http://www.idtheftcenter.org>

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## Theft or Loss of Your Birth Certificate

What if your birth certificate has been lost or stolen?

- To replace a birth certificate, you will have to contact the Office of Vital Records or Statistics in the state or county where you were born. Here is the link to the California Office of Vital Records: <http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/default.aspx>. You will have to provide all the information on the birth certificate in order to prove that it's you.
- The internet offers various on-line resources that are available for replacement of birth records and other vital records.



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## Credit or Debt Issues

Identity theft, a reduction or loss of income, and other life changing issues can result in credit and debt problems.

Credit and debt issues can be a barrier to employment:

- Some employers consider credit issues a risk.
- Credit Issues can affect one's ability to find and keep housing (safe, stable housing is a basic need for keeping steady employment).

ClearPoint Credit Counseling Solutions is a national non-profit organization that offers information and assistance to help consumers identify and resolve the source of their financial concerns. More information can be found at <http://www.clearpointcreditcounselingsolutions.org/>.

# Lower the Risk of Credit Card and Identity Theft

## Guard your personal information:

- Before giving personal information, ask out how it will be used and if it will be shared. Ask if you have the choice of "opting out" of having the information shared with others.
- Tear up or shred items containing personal information —such as charge receipts, insurance forms, and bank statements.
- Give your Social Security number only when absolutely necessary. Ask to use an alternate number whenever possible, including on motor vehicle licenses.
- Carry only the credit cards and identification you actually need. If you lose credit cards notify creditors by phone and request that a "fraud alert" be placed in your file.
- Pay attention to billing cycles. Bills that do not arrive on time may have been taken by identity thieves.
- Never give out your credit card or bank account information over the phone unless you're familiar with the business and you have made the call.
- When creating passwords or a Personal Identification Number (PIN), don't use your birth date, the last four digits of your Social Security Number, your phone number, or a series of consecutive numbers (example: 1234).
- Check your credit report annually on-line on the Federal Trade Commission website at <http://www.ftc.gov/freereports> or go to <https://www.annualcreditreport.com>

## If your wallet is lost or stolen:

- File a report with the police immediately. Get a copy of the report in case your bank, credit card, or insurance companies need proof of the crime.
- Cancel each credit and charge card. Get new cards with new account numbers.
- Report missing cards to the major credit reporting agencies. Ask them to flag your accounts with a "fraud alert" and add a "victim's statement" to your file if abused.
- Report the loss to your bank immediately. Your bank will advise you on what action to take.
- Call your utilities, including your phone company. Tell them that someone may try to get new service using your identification.
- Report your missing driver's license to the Department of Motor Vehicles.
- Change the locks on your home and car if your keys were taken. Don't give an identity thief access to even more personal property and information.

## Theft or Loss of Your Social Security Number (Card)

A dishonest person who has your Social Security number can use it to get other personal information about you. Identity thieves can use your number and your good credit to apply for credit in your name, then use the credit cards and not pay the bills. You may not find out that someone is using your number until you are turned down for credit or you begin to get calls from unknown creditors demanding payment for items you never bought.

Someone illegally using your Social Security number and using your identity can cause a lot of problems.

If someone has misused your Social Security number or other personal information to create credit or other problems for you, Social Security cannot resolve these problems. You should contact the Federal Trade Commission for help (see other sources of help listed under identity theft above).

You can contact the Federal Trade Commission by:

- Internet— [www.ftc.gov/bcp/edu/microsites/idtheft](http://www.ftc.gov/bcp/edu/microsites/idtheft)
- Telephone— 1-877-IDTHEFT (1-877-438-4338)
- TTY— 1-866-653-4261

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### Is Someone Else Using Your Social Security Number for Work Purposes?

If you suspect that someone is using your Social Security number for work purposes, you should contact the Social Security Administration to report the problem. Social Security will review your earnings with you to ensure that their records are correct.

Social Security may assign you a new number:

- If your Social Security card is lost or stolen, and there is evidence that someone is using your number for work purposes.

### Contacting Social Security

You can call Social Security toll-free at 1-800-772-1213 7 a.m. to 7 p.m., Monday through Friday. If you are deaf or hard of hearing, you may call the TTY number, 1-800-325-0778.



## Theft or Loss of Your Passport

### To Replace a Lost or Stolen Valid Passport:

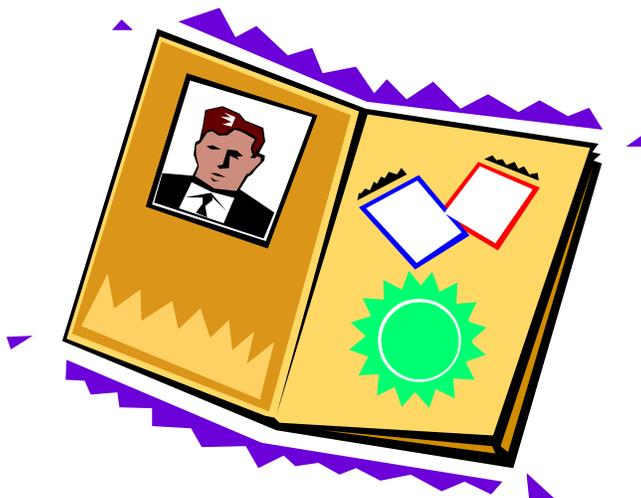
Complete Form DS-64 Statement Reporting a Lost or Stolen Passport at [http://travel.state.gov/passport/forms/ds64/ds64\\_845.html](http://travel.state.gov/passport/forms/ds64/ds64_845.html) and DS-11 Application for Passport at [http://travel.state.gov/passport/forms/ds11/ds11\\_842.html](http://travel.state.gov/passport/forms/ds11/ds11_842.html)

OR

**In Shasta County you may report a lost or stolen passport and apply for a replacement at most United States Post Offices or at the Office of the Shasta County Clerk located at 1643 Market St, Redding, CA 96001. You must appear in person.**

- Once a passport is reported lost or stolen, it cannot be re-validated.
- You will need photos, documentation, and fees to apply for a new passport.

For more information you may go online at the U.S. Department of State Travel website at <http://travel.state.gov/passport> or go to one of the local agencies noted above.



## **SOURCES**

Information contained in this packet was adapted from material found on the following websites:

Vitalrec.com – The Most Comprehensive Resource for Locating Vital Records. Retrieved from <http://www.vitalrec.com/> on 12/17/08.

Free Annual Credit Reports. Federal Trade Commission. Retrieved from <http://www.ftc.gov/freereports> on 12/17/08.

Working to Resolve Identity Theft. Identity Theft Resource Center. Retrieved from <http://www.idtheftcenter.org/> on 12/17/08.

Travel.State.Gov a Service of the Bureau of Consular Affairs. U. S. Department of State. Retrieved from <http://travel.state.gov/passport> on 12/17/08.

Identity Theft and Identity Fraud. The U. S. Department of Justice website. Retrieved from <http://www.usdoj.gov/criminal/fraud/websites/idtheft.html> on 12/17/08.

The Official Website of the U.S. Social Security Administration. Social Security Online. Retrieved from <http://www.ssa.gov/pubs/10064.htm> on 12/17/08.

Henderson, Les (2000). Crimes of Persuasion: Schemes, Scams, Frauds. Alief, Texas: Coyote Ridge Publishing.