



Identity Theft Tutorial

To begin an online report click the [“Identity Theft”](#) link positioned near the bottom of the online reporting home page. You will be directed to a page with important instructions regarding identity theft reports. Note that not all forms of identity theft crimes can be reported using the online reporting system. If the type of identity theft you are wishing to report is listed under the [“Other financial crime incidents-contact the listed agencies”](#) heading, you may not complete an online report. Please contact the agency listed on the chart in order to file your report. After reading the instructions, click the [“Begin Online Report”](#) icon at the bottom of the page.

You will then be asked if the report you are completing is an original or supplemental report. Select the [“Original”](#) option if this is the first report you are completing for this offense. Please note that each offense will require a separate report.

If you have already filed a report for the offense but need to add more information, select one of the [“Supplemental”](#) options. If you completed the original report online select the first [“Supplemental”](#) option. If you completed your original report with an officer, or via telephone, select the second [“Supplemental”](#) report option. You will be required to input the original report number in order to complete a supplemental. Also, be sure to include the name of the officer you completed the report with, if the name is known. Once the information is added, press [“Continue.”](#)

Next you will be asked if you are completing the report for yourself or for a business. If you personally are the victim of identity theft select the [“Individual”](#) option. If you are an employee or owner of a business and your business is the victim of the offense, selecting [“Business”](#) would be correct. Once you make your selection, press [“Continue.”](#)

You will be directed to a page where you are required to input your personal information. Boxes with a "*" are required fields and must be completed before continuing your report. You will also be required to input a valid e-mail address. The e-mail address will be used as the primary point of contact with you. If any corrections are needed on your report you will be notified via e-mail. Once the information is completed press "Continue."

You will be asked questions regarding the offense itself. Be sure to read the tutorial at the top of the page to ensure you complete the page correctly.

You will need to provide where the offense occurred, when the offense occurred, and a description of the offense. Enter the address where the offense occurred. If you personally are the victim of identity theft enter your City of Bakersfield home address. If your business is the victim enter the business' City of Bakersfield address. The system will check the address you provide to ensure it is within the jurisdiction of the Bakersfield Police Department. You must enter an address in the jurisdiction of the Bakersfield Police Department in order to continue. If the offense occurred outside the jurisdiction of the Bakersfield Police Department you cannot complete an online report with our department. You must contact the agency that is responsible for the area where the offense occurred. (For further information be sure to read the "Online Citizen Police Report Frequently Asked Questions.") For the "Incident Time (start)" field, input the time in which the identity theft crime began occurring. For the "Incident Time (Stop)" field, input the time in which the offense ended. You will then be asked if you "Have Additional Person Info to Enter." Selecting "Yes" will allow you to enter on a subsequent page the identifying information for the suspect(s) responsible for the crime.

In the "Incident Description" field type a description of what happened during the offense. Again, be sure to read the tutorial at the top of the page to ensure you answer all questions asked. If the offense occurred at a business, include the business name and address, if known. After you have provided the appropriate information, press "Continue."

If you selected "Yes" on the prior "Have Additional Person Info to Enter" question, you will be directed to a page to provide the information for the suspect(s) responsible for the crime. Enter as much information as possible regarding the suspect. Note that none of the fields are

mandatory so if you only have a description of the suspect you may leave the name, address, DOB, etc. fields blank. Complete all applicable boxes and press "Continue." You will then be able to add more suspects, if needed. Click the "Add Person" icon to provide the information for any additional suspects. If no additional suspects are needed, press "Done."

You will then be directed to a page that allows you to review your report. If any corrections are needed press the "modify" button over the field that requires correction. You will then be directed back to the appropriate page and be allowed to make corrections. Once your report is accurate, press the "Submit Report" button. You will also have the option to cancel your report by pressing, "Cancel Report." Remember... *****Filing a false police report, including an online report, is illegal*****

Once your report is submitted you will be provided with a temporary report number and have the ability to print the report. After your report is submitted it will be reviewed and, if necessary, sent back to you for corrections. Once your report is approved you will be e-mailed your case number and a PDF version of the final report.