

Sample Letter for Identity Theft Victims to Request Records Pursuant to [R.C.W. § 9.35.040](#)

[The brackets contain directions on customizing the request and/or obtaining additional information.]

[Your Address]
[Your City, State, Zip]
[Your Telephone Number]
[Your Email Address]
[Date]

[Name of Company]
Attention: [Fraud or Billing Inquiries Department]
[Company Address]
[Company City, State, Zip]

Dear [Fraud or Billing Inquiries Department]:

I am a victim of identity theft. I have learned that someone, without my authorization, used my means of identification to [Describe what happened (“make a fraudulent transaction,” “open a fraudulent account with your company,” etc.), and, if known, identify the kind of transaction(s), the date(s), the location(s), the amount(s), and any other relevant details, such as account and transaction numbers, at issue.]

Pursuant to [the Revised Code of Washington \(R.C.W.\) § 9.35.040](#), please send to me, at the above address, copies of all business records that are under your control, whether maintained directly by you or by another entity on your behalf, that relate to the fraudulent business activity described above, including:

- records or screen prints of account applications made on paper, online, or by telephone;
- account statements or invoices;
- payment or charge slips;
- delivery addresses associated with the account(s);
- all records of phone numbers or email addresses used to activate or access the account(s);
- video/image recordings detailing the person(s) conducting the transaction(s) at issue;
- any investigator’s report; and
- all other relevant documents associated with the account(s).

No business entity may be held liable for an action taken in good faith to provide such information regarding potential or actual identity theft violations covered by R.C.W. § 9.35. See R.C.W. § 9.35.040(4).

[If you want the company to provide copies of the above records and information to a law enforcement officer who is investigating your case, add the following sentence.] I also authorize you to send copies of the above records to the following law enforcement officer for use in investigating and prosecuting this fraud:

[Officer Name]
[Police Department or Law Enforcement Agency]
[Officer Address]
[Officer Telephone Number]
[Officer Fax Number]

As proof of my identity and of this identity theft claim, I have enclosed:

1. A copy of my driver's license or other government-issued identification card;
2. A copy of the police report regarding the identity theft and business activity described above; and
3. A statement from the Washington State Patrol's Identification and Criminal History Section that I have completed the fingerprint verification process under R.C.W. 43.43.760(2).

[Instructions on how to obtain this statement from the Washington State Patrol, and a copy of the Compromised Identity Claim form, are available online at http://www.wsp.wa.gov/crime/docs/misc/compromised_identity_claim.pdf.]

Thank you very much for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures