



NCIC Identity Theft File

A tool for Minnesota victims to protect themselves from criminal identity theft

Minnesota victims of identity theft have an important option available to them to help prevent further harm—the FBI’s National Crime information Center **Identity Theft File**. The **NCIC Identity Theft File** provides a means for law enforcement to flag stolen identities and identify imposters when they are encountered.

The process starts when an identity theft victim makes a report to law enforcement. At that time, the officer taking the report can also make an entry into the **NCIC Identity Theft File**. Personal and biographical information are entered into a “victim profile” in the NCIC that will be available to law enforcement officers who access it for information on individuals. As part of this process, the victim will create a password to help law enforcement distinguish between the victim and the imposter. In addition, a photo can be associated with the identity theft record to further assist with verifying the identity.

An officer who later encounters a person claiming to be the victim can run the provided name through NCIC. The officer will get an alert that the identity provided has been reported stolen. The officer will be advised to use caution in verifying the person’s identity and will be given the previously created password. If the individual is truly the victim, he or she will be able to verify his or her identity to the officer by providing the password. However, an imposter trying to use the victim’s identity will be unable to do so, prompting the officer to take additional verification steps and preventing continued misuse of that victim’s name.

For Identity Theft Victims

When victims of identity theft report the crime to a law enforcement agency, they will be asked to provide information that will help law enforcement identify them as the victim, both at the time the report is filed, and in future encounters with law enforcement. To prevent that information from becoming public, law enforcement agencies are encouraged to fill out a security information declaration. The victim will also be asked to sign a consent form and a social security number disclosure form.

For more information on the process and links to the forms, go to the Minnesota BCA [Website](#).

For Law Enforcement

Law enforcement officers can learn more about the Identity Theft access function in the *NCIC 2000 Operating Manual*, Identity Theft File section, and the *NCIC Code Manual*, Personal Descriptors Data Codes section, or by attending a BCA training session. Watch the CJIS [Launch Pad](#) website for upcoming training sessions.

To prevent information provided by the victim from becoming public, law enforcement agencies are asked to fill out a [security information declaration](#).