



# RESTORE YOUR IDENTITY

## IDENTITY THEFT CHECKLIST & DIRECTIONS

Juanita Burgest Ph: 404.588.7444 | [jburgest@atlantaga.gov](mailto:jburgest@atlantaga.gov) | efax: 404739-9180

Identity theft is stressful. Because you would like to restore your identity as soon as possible, gather all the required documents listed below to help the victim advocate working on your behalf.

Our victim advocate helps victims in court who are responding to a fraudulent citation or criminal charge (tickets in your name). The advocate and the victim work together to gather supporting evidence for review by the prosecutor and the judge. This process will take an average of 30 days. During this period take the time to gather all of the information below.

## DIRECTIONS

- Arrive at the City of Atlanta Municipal Court between Monday-Thursday, 7:00 a.m. – 8:00 a.m. Go to any window past security check-point and ask the clerk to add your name to the walk-in docket.
- Go to the courtroom, check in. Tell the clerk you are a victim of identity theft. The clerk will call for a victim advocate to meet you in court.

## CHECKLIST

Bring the following documents with you to court

### Information Required of All Identity Theft Victims

- Copy of the victim's driver's license or any official State ID (name, date of birth and signature).
- Car registration for the vehicle(s) that the victim may have access to drive (whether the vehicle belongs to the victim or not).
- Time sheet showing clock-in and clock-out times OR a letter from an employer written on company letterhead verifying that the victim was working during the time of the incident.
- Driver's history from the Department of Driver Services showing date of suspension.  
Address: 445 Capitol Ave 30334 Ph: (678)413-8400 Web: [www.dds.ga.gov/index.aspx](http://www.dds.ga.gov/index.aspx)
- File an Identity Theft Police Report and ask for a draft copy. (O.C.G.A 16-9-125.1 allows victims to file an "information only" report to document the crime.)
- Copy of the citation(s) that you claim are falsely attributed to your name. Ask for copies of the citation from the Municipal Court clerk at any window past security check-point.
- Check your credit report with 1) Equifax 1-800-525-6285 [www.equifax.com](http://www.equifax.com) 2) Experian 1-888-397-3742 [www.experian.com](http://www.experian.com) 3) TransUnion 1-800-680-7289 [www.transunion.com](http://www.transunion.com)

### Information Required if the Victim Knows the Suspect

- Application for a warrant hearing against the suspect. You MUST have an accurate address for the suspect. There is a fee required to file a warrant. To file a warrant go to the Fulton County Magistrate Court.  
Address: - 160 Pryor St, RM # J-135, Atlanta GA, 30303 (404) 613-4752

### Information Required for Arrest and Probation Cases

**NOTE : THESE CASES CAN TAKE MORE THAN 90 days to COMPLETE**

- Victims must request their personal criminal history and get a fingerprint card. There is fee for this service. Taking this additional step, helps to verify that the victim's fingerprints do not match the fingerprints of the person who has been arrested. Go to either location below to get fingerprints.
  - Atlanta Police Department ID Unit 3493 Donald Lee Hollowell Pkwy, Atlanta GA 30331 (404) 546-4491
  - Georgia Bureau of Investigations 3121 Panthersville Rd. Decatur, GA 30034 (404) 244-2639