EMAIL PRINT

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

Identity Theft Prevention Program
Initial Red Flag Incident Report

Directions: Please complete the Initial Red Flags Incident Report in consultation with your Program Manager. If possible, please email the Report and attach your Description page within one business day of notification of the incident. If you require additional information or have specific questions, please email them to the Identity Theft Prevention Team at id_security@columbia.edu.

Contact Information of Employee Submitting This Report			
Name		**Date Submitted**	
Email		**Phone**	
Department			

Incident Summary			
Program Manager	**test**		
Type of Red Flag	Check all that apply (see p.2)	**Suspicious Activity**	Check all that apply (see p. 2)
Date or date range of suspicious activity	**From:**		**To:**

Description of the Incident (Please provide answers to the following questions on a separate page.)

a) What happened?
- Describe the suspicious activity or incident

b) To whom?
- Describe the type(s) of accounts that were impacted by the suspicious activity (e.g. patients, students, employees, service providers)
- Describe any documents, records or systems that were involved in the incident
- If forms of identification were involved, specify whether it was driver's license, passport, student ids, etc.
- Indicate how many accounts were affected

c) When did this happen?
- Indicate the date(s) of the suspicious activity or incident

d) How did it happen?
- Describe how the suspicious activity or incident was detected
- Include any email(s), documents, records or systems that were used to detect the suspicious activity
- Indicate the relationship of the parties involved to the department (e.g. patient, student, employee, service provider, conference participant, etc.)

e) Who was incident initially reported to?
- Provide the name of employee who initially received the incident

f) What types of accounts were involved? How many accounts were involved?

g) What systems were involved?

1. Type of Red Flag

Suspicious Activity or Information: Check all that apply		
a.	Alert from consumer reporting agency or service provider	☐
b.	Presentation of suspicious documents, i.e. forged or altered	☐
c.	Presentation of suspicious personal identifying information, i.e. change in address or SSN	☐
d.	Presentation of suspicious activity relating to an account that allows payments or transactions	☐
e.	Notice from customers, victims of identity theft, law enforcement, others	☐
f.	Other	☐

2. Suspicious Activity of Information

Suspicious Activity or Information: Check all that apply		
a.	A fraud alert included with a consumer report	☐
b.	Notice of a credit freeze in response to a request for a consumer report	☐
c.	A consumer reporting agency providing a notice of address discrepancy	☐
d.	Unusual credit activity, such as an increased number of accounts or inquiries	☐
e.	Documents provided for identification appearing altered or forged	☐
f.	Photograph on ID inconsistent with appearance of customer	☐
g.	Information on ID inconsistent with information provided by person opening account	☐
h.	Information on ID, such as signature, inconsistent with information on file	☐
i.	Application appearing forged or altered or destroyed and reassembled	☐
j.	Information on ID not matching any address in the consumer report, Social Security number has not been issued or appears on the Social Security Administrator's Death Master File, a file of information associated with Social Security numbers of those who are deceased.	☐
k.	Lack of correlation between Social Security number range and date of birth	☐
l.	Personal identifying information associated with known fraud activity	☐
m.	Suspicious addressed supplied, such as a mail drop or prison, or phone numbers associated with pagers or answering service	☐
n.	Social Security number provided matches that submitted by another person opening an account or other customers	☐
o.	An address or phone number matching that supplied by a large number of applicants	☐
p.	The person opening the account unable to supply identifying information in response to notification that the application is incomplete	☐
q.	Personal information inconsistent with information already on file	☐
r.	Person opening account or customer unable to correctly answer challenge questions	☐
s.	Shortly after change of address, creditor receives request for additional users of account	☐
t.	Most of available credit used for cash advances, jewelry or electronics, plus customer fails to make first payment	☐
u.	Drastic changes in payment patterns, use of available credit or spending patterns	☐
v.	An account that has been inactive for a lengthy time suddenly exhibits unusual activity	☐
w.	Mail sent to customer repeatedly returned as undeliverable despite ongoing transactions on active account	☐
x.	Customer indicates that they are not receiving paper account statements	☐
y.	Customer notifies that there are unauthorized charges or transactions on customer's account	☐
z.	Institution notified that it has opened a fraudulent account for a person engaged in identity theft.	☐
aa.	Other	☐