



# Harris County

Office of Human Resources and Risk Management  
1310 Prairie  
Houston TX 77002

July 11, 2013

Dear Harris County Employee,

In 2008, Harris County revised its information security procedures to minimize the use of social security numbers in its employee database. Recently, two incidents were identified in which electronic files created before that time containing the names, social security numbers, birth dates and hiring dates of Harris County employees were disclosed without legal authorization. While the matter is being investigated, we are providing this notice to you to suggest measures you can take to protect yourself against financial harm or identity theft which could result from this disclosure.

**NOTE: THIS DOES NOT IMPACT ANY EMPLOYEES HIRED AFTER June 14, 2007**

Below is a check list of precautions you may wish to take to protect yourself.

1. Review your bank, credit card and debit card account statements over the next twelve to twenty-four months and immediately report any suspicious activity to your bank or credit union.
2. Monitor your credit reports with the major credit reporting agencies.

Equifax	Experian	TransUnion
1-800-685-1111	1-888-397-3742	1-800-916-8800
P.O. Box 740241	P.O. Box 2104	P.O. Box 2000
Atlanta, GA 30374-0241	Allen, TX 75013	Chester, PA 19022
<a href="http://www.equifax.com">www.equifax.com</a>	<a href="http://www.experian.com">www.experian.com</a>	<a href="http://www.transunion.com">www.transunion.com</a>

The Federal Fair Credit Reporting Act entitles you to a free copy of your credit report from those agencies every twelve months. The agencies maintain a central site where you may request your free credit report online, by phone or through the mail:

Online: <https://www.annualcreditreport.com> Telephone: 1-877-322-8228

Mail: Annual Credit Report Request Service  
P.O. Box 105281  
Atlanta, GA 30348-5281  
*(Please complete the attached Credit Report Request Form to expedite handling)*

Free credit reports requested online are viewable immediately upon authentication of identity.

Free credit reports requested by phone or mail will be processed within 15 days of receiving your request.

3. Call the credit reporting agency at the telephone number on the report if you find:
  - Accounts you did not open.
  - Inquiries from creditors that you did not initiate.
  - Inaccurate personal information, such as home address and Social Security number.
4. Report any suspicious activity on your credit reports or other account statements to the Harris County Sheriff's Office by sending an email **from your county email** to [Sheriff.Garcia@hctx.net](mailto:Sheriff.Garcia@hctx.net). Please include in the subject line "ID Theft". An investigator with the HCSO's Burglary and Theft Unit will contact you via phone to obtain additional information.
5. Consider placing a fraud alert or a security freeze on your credit files if you find suspicious activity on your credit reports or other account statements, so creditors will contact you before opening new accounts, or credit reporting agencies will not release information about your credit without your express authorization. Call any one of the three credit reporting agencies at the number below to place a fraud alert with all of the agencies.

Equifax : 888-766-0008      Experian: 888-397-3742      TransUnion: 800-680-7289

To learn how to place a security freeze on your credit report, visit these credit bureau websites:

Equifax:     [https://www.freeze.equifax.com/Freeze/jsp/SFF\\_PersonalIDInfo.jsp](https://www.freeze.equifax.com/Freeze/jsp/SFF_PersonalIDInfo.jsp)

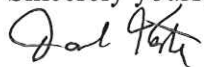
Experian:    [http://www.experian.com/consumer/security\\_freeze.html](http://www.experian.com/consumer/security_freeze.html)

TransUnion: <http://www.transunion.com/corporate/personal/fraudIdentityTheft/fraudPrevention/securityFreeze.page>

6. Consider signing up for free online credit monitoring of data submitted to TransUnion at: <https://www.creditkarma.com/credit-monitoring>. Free online credit monitoring of data submitted to Experian at: <http://www.creditsesame.com>
7. Continue to check your credit report for the next two years, even if you do not find suspicious activity on your credit report or your other account statements. Helpful information about fighting identity theft and obtaining a free copy of your credit report is available on the Texas Attorney General's website at: <http://www.texasfightsidtheft.gov>. Another helpful source is the Federal Trade Commission website: <http://www.ftc.gov/bcp/edu/microsites/idtheft>.

Additional information regarding this matter will be provided by Harris County as necessary. A phone number will be set up beginning tomorrow 713-274-9944 for any additional questions.

Sincerely yours,



David Kester  
Director, HRRM

Attachment: Annual Credit Report Request Form



# Annual Credit Report Request Form

You have the right to get a free copy of your credit file disclosure, commonly called a credit report, once every 12 months, from each of the nationwide consumer credit reporting companies, Equifax, Experian and TransUnion.

For instant access to your free credit report, visit [www.annualcreditreport.com](http://www.annualcreditreport.com).

For more information on obtaining your free credit report, visit [www.annualcreditreport.com](http://www.annualcreditreport.com) or call 877-322-8228.

Use this form if you prefer to write to request your credit report from any, or all, of the nationwide consumer credit reporting companies. The following information is required to process your request. Omission of any information may delay your request.

Once complete, fold (do not staple or tape), place into a #10 envelope, affix required postage and mail to:  
Annual Credit Report Request Service P.O. Box 105281 Atlanta, GA 30348-5281.

Please use a Black or Blue Pen and write your responses in PRINTED CAPITAL LETTERS without touching the sides of the boxes like the examples listed below:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z      0 1 2 3 4 5 6 7 8 9

Social Security Number:

Grid for Social Security Number: [ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ][ ]

Date of Birth:

Grid for Date of Birth: [ ][ ] / [ ][ ] / [ ][ ][ ][ ]  
Month      Day      Year

Fold Here

Fold Here

Grid for First Name and M.I.

First Name

M.I.

Grid for Last Name and suffix

Last Name

JR, SR, III, etc.

Current Mailing Address:

Grid for House Number and Street Name

House Number

Street Name

Grid for Apartment Number / Private Mailbox

Apartment Number / Private Mailbox

Grid for Puerto Rico Urbanization Name

For Puerto Rico Only: Print Urbanization Name

Grid for City, State, and Zip Code

City

State

Zip Code

Previous Mailing Address (complete only if at current mailing address for less than two years):

Grid for Previous Mailing Address House Number and Street Name

House Number

Street Name

Fold Here

Fold Here

Grid for Previous Mailing Address Apartment Number / Private Mailbox

Apartment Number / Private Mailbox

Grid for Previous Mailing Address Puerto Rico Urbanization Name

For Puerto Rico Only: Print Urbanization Name

Grid for Previous Mailing Address City, State, and Zip Code

City

State

Zip Code

Shade Circle Like This → ●

Not Like This → ⊗ ⊙

I want a credit report from (shade each that you would like to receive):

- Equifax
- Experian
- TransUnion

Shade here if, for security reasons, you want your credit report to include no more than the last four digits of your Social Security Number.



If additional information is needed to process your request, the consumer credit reporting company will contact you by mail.

Your request will be processed within 15 days of receipt and then mailed to you.

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