



Mountain Region Security Office

Personal Security Safe Practices

"Security is Everyone's Responsibility"

Credit Card Safe Practices

- Do Not Sign the back
- Instead put “Photo ID Required”
- Make photo copy of credit card and keep in safe place in case of lose or stolen
- Immediate report lost or stolen credit cards to
 - *Equifax 1-800-525-6285
 - *Experian (Formerly TRW) 1-888-397-3742
 - *Trans Union 1-800-680-7289
- Good for 90 days-can ask for long alert
- Minimize number of credit cards being carried

Check Safe Practices

- Do not put complete credit card account numbers on check when making credit card payments
- Put the last four numbers of the credit card account
- Credit card company has your account number and anyone who might be handling your check as it passes through the process won't have access to your full credit card information
- Put work phone number on checks versus home phone number
- Consider work address versus home address on checks
- Never use your SSAN number on checks

Stolen or Lost Wallet

- Besides the agencies on the previous slide also notify the Social Security Administration Fraud Line
- Companies checking your credit will be alert your information was stolen and they have to contact you by phone to authorize new credit applications
- SSA Fraud Line Number: 1-800-269-0271
- Photo copy normally carried contents in wallet, i.e. drivers license, credit cards, insurance ID cards, other photo IDs, etc.
- Keep photo copies in safe place

- Immediately contact credit card companies of lost or stolen cards to establish time line for charges to your account
- Keep a copy of the associated 1-800 numbers with your photo copied credit card for easy access for reporting
- At a minimum keep the associated 1-800 numbers and company name in your vehicle glove box, do NOT add whole account numbers, can add last four
- Immediately file a police report-proves to credit providers you were diligent in protecting your accounts

Home Security

- Keep house doors locked even when home
- Alarm system available activate door open chime at minimum
- Do not leave garage door open even when home
- Leave exterior porch/garage lights on at night
- Keep vegetation trimmed below windows/blocking windows
- When gone have neighbors pick up news papers/move trash cans from curb to house
- Have post office hold mail when gone more than a few days
- Do not open door to strangers

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- Unidentified unexpected service personnel, i.e. electric, phone, plumbing, etc. call company before unlocking doors and allowing entry
- Consider motion activated lights
- Post security company monitoring sign
- Post beware of dog sign

Phone Security

- Received call, never give your Social Security Number over the phone
- Received call, never give your credit card number over the phone
- Received call, never give your checking account number over the phone
- Request your number to be unlisted/restricted
- At retail stores do not give them your home phone number, some compile lists and sell it, you volunteered number

Vehicle Security

- Keep your vehicle locked at all times, even in garage
- Do not keep your title in the vehicle
- Do not leave the vehicle running with the doors unlocked
- Consider using a locking gas cap
- Car alarm or passive anti-theft device
- Park in well lighted areas, preferably directly under a light or close to store entrances
- Minimize the number of valuables kept in the vehicle
- Never leave change, wallets, purses, check books, cell phones, GPS devices, high value items, etc in plain view