



U.S. SMALL BUSINESS ADMINISTRATION  
WASHINGTON, D.C. 20416

RE: SBA COVID-19 Economic Injury Disaster Loan and Identity Theft

Dear Sir or Madam,

We are hopeful that you and your family have been safe during this pandemic.

This letter is in response to your inquiry to the U.S. Small Business Administration (SBA) that your identity was used, without your knowledge or permission, to obtain a COVID-19 Economic Injury Disaster Loan (EIDL) for which you never received any of the loan proceeds. The SBA is committed to working with you to resolve this unfortunate situation.

For SBA to commence with the process to release the loan debt as expeditiously as possible, we will require the following documents:

1. A copy of an Identity Theft Report filed with the Federal Trade Commission (FTC) at [IdentityTheft.gov](https://www.ftc.gov/identity-theft), or filed with another federal law enforcement agency or your local police department.
2. A copy of your photo identification issued by a Federal or state agency. Examples are a Driver's License, state ID card, U.S. Passport, or military ID.
3. A completed and signed [Declaration of Identity Theft](#) (attached).

**Send all three above documents by email to [IDTheftRecords@sba.gov](mailto:IDTheftRecords@sba.gov), or you can fax your documents to (202) 481-5200, or mail them to:**

U.S. Small Business Administration  
Processing and Disbursement Center  
Attn: ID Theft Records  
14925 Kingsport Road  
Fort Worth, TX 76155

While SBA conducts its review process of your documents, you may still receive monthly statements by mail. We suggest that you retain these statements until SBA has concluded the review. SBA will notify you in writing when we complete our review and will provide a final determination letter that outlines our findings.

Please note that SBA's review of your identity theft claim is for the sole purpose of releasing the loan debt only. SBA's Office of Disaster Assistance will not provide information regarding the status of any possible criminal investigation being conducted by SBA's Office of Inspector General or other law enforcement agencies in connection to your reported case of identity theft. Additionally, SBA is unable to release any documents related to an ongoing criminal investigation.

Also, in order to protect yourself against possible future attempts to use your identity, we suggest you follow the recommendations issued by the Federal Trade Commission (FTC). If you have not done so already, go to [IdentityTheft.gov](https://www.identitytheft.gov) to report the identity theft to the Federal Trade Commission (FTC) and get step-by-step recovery help.

- [IdentityTheft.gov](https://www.identitytheft.gov) will guide you through the process for placing a free, one-year fraud alert on your credit, getting your free credit reports, closing fraudulent accounts opened in your name, adding a free extended fraud alert or credit freeze to your credit report, and more.
- [IdentityTheft.gov](https://www.identitytheft.gov) also will produce an FTC Identity Theft Report that you can use to clear fraudulent information from your credit reports.
- Check your personal credit report regularly.
- Visit [www.annualcreditreport.com](https://www.annualcreditreport.com), the only authorized source for obtaining the free credit reports that consumers are guaranteed by law. The three national credit bureaus — Experian, TransUnion, and Equifax — provide free weekly online reports through April 2021, so you can periodically review and monitor what is in your credit report.

Finally, feel free to contact SBA's Customer Service Department at 1-800-659-2955 (TTY: 1-800-877-8339) or [disastercustomerservice@sba.gov](mailto:disastercustomerservice@sba.gov) if you have any questions or need additional information regarding the SBA's COVID-19 EIDL program.

Sincerely,

Office of Disaster Assistance  
U.S. Small Business Administration