RE: In-City Surveillance by Private Investigation Agency

Attention: Santa Ana Police Department Supervisors

As President of Art Kassel Investigations, a state licensed private investigation agency, I am sending this letter to inform you that my agency will be conducting a surveillance in your city for the purpose of (list purpose: e.g., investigating a personal family matter or insurance fraud; serving papers; locating a person).

My employees or I will be in the area of (list location) during the dates of (list dates) and will be driving the following vehicles: (list vehicle make, model, and license number).

Due to the sensitive nature of this investigation, please feel free to contact me at my personal cell phone xxx-xxx-xxxx for any questions or concerns. I further request that you limit broadcasting our presence over the police radio and only inform your officers of our activity at roll call/shift change.

Respectfully submitted,

Art Kassel
Surveillance Log

Surveillance Subject: ___________________________ Date of Surveillance ____________
File Name: ___________________________ Our File No.: ____________
Client: ___________________________ Contact No.: ____________

Name: ________________________________________________________
Address: _______________________________________________________________________________________
City/State/ZIP: ____________________________________________________________________________________
Home Phone: ___________________________ Work Phone: ___________________________
Work Address: _______________________________________________________________________________________
Sex: _______ Race: _______ Height: _______ Weight: _______ Build: _______

Vehicles

<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Color</th>
<th>License No.</th>
<th>State</th>
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<tbody>
<tr>
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Accident/Injury Synopsis:

__________________________________________________________________________________________

Equipment Used: ☐ Surveillance Van ☐ VHS Tape ☐ 35mm film ☐ Other ______
Start Time: _______ End Time: _______ Total Miles Travelled: ______

Observations Log:

<table>
<thead>
<tr>
<th>Times</th>
<th>Observations (persons/places/activities)</th>
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Workers' Compensation Records
These records can detect hidden job-related injuries and claims the applicant may have made on former jobs. Employers like to know about any injuries an applicant has sustained at previous jobs, as it helps avoid long, costly litigation that might arise if an applicant claims he got hurt on his new job.

Personal Injury Lawsuits: (Superior Court))
Superior Court records on personal injury lawsuits will usually contain an accident report and detailed written statements made by the parties involved. Checking these records can reveal injuries the applicant suffered in a non-job-related accident, and thus prevent your client from being sued fraudulently for an on-the-job injury.

Education Verification
When an applicant applies for a position that requires a certain level of education, degree, or professional training, the client usually verifies the applicant’s educational background. The investigator confirms the applicant’s enrollment at an educational institution and degree or professional certification earned through the school registrar’s office. This is usually done by written request, and occasionally by telephone. (A good source for further information on this type of investigation is The Guide to Background Investigations. Refer to your catalog book section in Study Unit 3.)

Criminal Records
Depending on the nature of the job and client’s request, the investigator can check state and county records for convictions. For a national search, he can check for convictions through an investigative data base service.

Driving Records
Many times a job requires an applicant to drive a company vehicle, or to use his own, for deliveries or other job-related matters. Regardless of the vehicle, if the employee is working on company time, the company is liable for damage and injuries resulting from accidents. Employers want to hire applicants with good driving records. Most states allow investigators, especially with the applicant’s consent, to get a detailed printout of all accidents and tickets on his record.
Private investigators should have an understanding of the Social Security card system, since it has become very important in his work. The Social Security number has become a widespread means of identification in the U.S. As its use as an identifier has grown, so has the opportunity for its misuse, often to fraudulently obtain false identification, employment, or monetary benefits.

Basically, there are three ways to identify a person:

- By physical attributes (e.g., color of hair, eyes, voiceprints, fingerprints)
- By a possession (e.g., passport with photo)
- By a label (e.g., name, address, SSN)

As an identifier, the Social Security number (SSN) must be provided by citizens not only to get a job, but to pay taxes, to open a bank or savings account, or to invest money. Also, it must be furnished to apply for welfare or to join the armed forces. It may be required when applying for a driver’s license, registering to vote, applying for a library card, or enrolling in college.

Investigators use a Social Security number to investigate a subject’s:

- Employment history
- Military history
- Foreign travel history
- Court records
- Credit history
- Organization memberships
- Family history
- Personal history
- Marital history
- Residence history
- Citizen history
- Education history
- Physical data
- References
- General information

The SSN is a nine-digit number. More than 300 million SSNs have been assigned. Use of the nine-digit number provides capacity for registration of nearly one billion individuals.

Aside from the SSN on the card, the Social Security card also bears the name of the person whose record is identified by that SSN, as well as a space for the person’s signature.

The Numbering System

The Social Security number has nine numeric characters, separated into three parts, commonly designated, as follows:

- Area number 449-04-8936
- Group number 449-04-8936
- Serial number 449-04-8936

Generally, the area portion of the SSN indicates the state in which the holder resided at the time the card was issued. This geographic cue can be important for background investigations. If, for example, a job applicant lists Alabama as the state of his birth and formative years, but his SSN has a New York area number, an investigator should probably ask about New York contacts.

The group portion of the SSN is a two-digit number from 01 to 98. The pattern in which states use the various possible group numbers is critical to detecting false numbers.

The serial number simply indicates the numerical order in which a particular SSN was issued. The serial number may be any four digit number from 0001 to 9999.

Types of Social Security Fraud

Private investigators should be aware that SSN fraud occurs under an extremely wide variety of circumstances, only a few of which are applicable to the investigator’s cases are noted:

- To supplement a person’s false identity.
- Using multiple false SSNs to receive various types of benefits under fictitious identities.
• Using another person’s name and SSN to receive benefits on that person’s record.
• Working under an incorrect SSN to conceal income while receiving disability insurance benefits, retirement insurance benefits, supplemental security income, or welfare payments.
• Using bogus SSNs to file fraudulent requests for tax refunds.
• Using false SSNs to obtain federal workers’ compensation payments.

How SSNs Are Fraudulently Obtained
The SSN and the SSN card are often used in criminal schemes involving fraudulent identity. Usually, the SSN card is only one part of a large conspiracy to falsify many other fraudulent documents in order to deceive. SSN cards are fraudulently obtained in one of the four methods described below:

- Using false documents and making false statements when applying for an SSN.
- Buying, borrowing, or stealing another person’s SSN.
- Bribing a Social Security Administration employee to cause issuance of a valid SSN card or to obtain valid SSN card stock.
- Counterfeit SSN cards using real or fictitious names and SSNs.

Social Security Investigative Number Index
Social Security cards, as we have just learned, are one of the easiest forms of false identifications to obtain. Yet, a private investigator will find that they can provide an excellent source for exposing deception.

Imagine yourself questioning a con-wise subject. He’s a fast talker and you are unable to detect outward signs of deception. Upon request for identification, he produces a Social Security card with the number 118-86-1175 and tells you he was born and raised in Pennsylvania. By comparing the subject’s number with the Social Security number index below, you quickly become aware of possible deception, since the subject’s card number is only issued in the state of New York. You can now dig deeper and be aware of any further deception.

It should be noted that there is no guarantee that because an individual's number falls into a certain state-issued number frame, that he was born in that state. But it usually works out this way. The majority of individuals get their Social Security cards between the ages of 15 and 20.

<table>
<thead>
<tr>
<th>Initial Numbers</th>
<th>State of Issuance</th>
<th>Initial Numbers</th>
<th>State of Issuance</th>
<th>Initial Numbers</th>
<th>State of Issuance</th>
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<tbody>
<tr>
<td>001-003</td>
<td>New Hampshire</td>
<td>387-399</td>
<td>Wisconsin</td>
<td>526-527</td>
<td>Arizona</td>
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<tr>
<td>004-007</td>
<td>Maine</td>
<td>400-407</td>
<td>Kentucky</td>
<td>528-529, 646-647</td>
<td>Utah</td>
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<td>008-009</td>
<td>Vermont</td>
<td>408-415</td>
<td>Tennessee</td>
<td>530</td>
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<td>010-034</td>
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<td>Alabama</td>
<td>531-539</td>
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<td>Mississippi</td>
<td>540-544</td>
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<td>040-049</td>
<td>Connecticut</td>
<td>429-432</td>
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<td>New York</td>
<td>433-439</td>
<td>Louisiana</td>
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<td>Texas</td>
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<td>501-502</td>
<td>North Dakota</td>
<td>700-728**</td>
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<td>237-246 (also 232)</td>
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<td>503-504</td>
<td>South Dakota</td>
<td>729-999</td>
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<td>362-386</td>
<td>Michigan</td>
<td>525, 585, 648-649</td>
<td>New Mexico</td>
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Social Security numbers with any of the following can automatically be presumed to be fraudulent:
- Three or more leading zeros (000-xx-xxxx)
- Zeros for the group number (xxx-00-xxxx)
- Ending in 4 zeros (xxx-xx-0000)
- Leading numbers 73 through 79
- Leading number 8 (8xx-xx-xxxx)
- Leading number 9 is suspect; very few issued