

Identity Lockdown Worksheet

Print and complete by hand to track your identity protection setup

This worksheet is your personal record of every identity protection step you have taken. It tracks where your credit is frozen, which accounts have two-factor authentication enabled, where your government accounts live, and the emergency contacts you will need if something goes wrong.

Use it alongside the free 30-step Identity Checklist at theidentityvault.com/free-checklist.

Document Owner

FULL NAME

DATE COMPLETED

LAST UPDATED

STORED AT (LOCATION)

! KEEP THIS DOCUMENT SECURE

Treat this worksheet like a passport. Anyone who reads it has the keys to your protection setup.

NEVER email it. NEVER store it on a phone. NEVER put it in unencrypted cloud storage (Dropbox, iCloud, Google Drive).

Store paper copies in a fireproof safe or lockbox. Store digital copies inside an encrypted password manager only.

This worksheet does NOT ask for your actual passwords. Passwords belong in a password manager, not on paper.

1. Personal Quick Reference

Basic info for verifying your identity over the phone with banks and bureaus.

FULL LEGAL NAME	DATE OF BIRTH	
LAST 4 OF SSN	PRIMARY EMAIL	PRIMARY PHONE
MAILING ADDRESS		
CITY, STATE, ZIP	YEARS AT ADDRESS	

2. Credit Freeze Tracker

Record the date you froze each bureau plus your confirmation number. PINs go in your safe, not on this page.

Equifax equifax.com | 800-685-1111

DATE FROZEN	CONFIRMATION / REFERENCE #
PIN STORED AT	PHONE TO LIFT FREEZE

Experian experian.com | 888-397-3742

DATE FROZEN	CONFIRMATION / REFERENCE #
PIN STORED AT	PHONE TO LIFT FREEZE

TransUnion transunion.com | 888-909-8872

DATE FROZEN	CONFIRMATION / REFERENCE #
PIN STORED AT	PHONE TO LIFT FREEZE

Innovis		innovis.com 800-540-2505
DATE FROZEN	CONFIRMATION / REFERENCE #	
PIN STORED AT	PHONE TO LIFT FREEZE	
NOTES		

ChexSystems		chexsystems.com 800-513-7125
DATE FROZEN	CONFIRMATION / REFERENCE #	
PIN STORED AT	PHONE TO LIFT FREEZE	
NOTES		

3. Government Accounts

Track which government accounts are set up and locked down.

Social Security (SSA my Account)

DATE ACCOUNT CREATED	USERNAME

Electronic access block enabled? Yes No N/A

IRS Identity Protection PIN

DATE ENROLLED	TAX YEAR (PIN RENEWS ANNUALLY)

Active for current tax year? Yes No

Login.gov / ID.me (federal services)

LOGIN.GOV SET UP?	ID.ME SET UP?	USERNAME (IF DIFFERENT)

4. Email Accounts and Two-Factor Authentication

List every email account you own and confirm 2FA is enabled with an authenticator app, not SMS.

Email Account #1

EMAIL ADDRESS

PROVIDER (GMAIL, OUTLOOK, ETC.)

2FA method enabled:

Authenticator app SMS Hardware key None yet

RECOVERY CODES STORED AT

Email Account #2

EMAIL ADDRESS

PROVIDER (GMAIL, OUTLOOK, ETC.)

2FA method enabled:

Authenticator app SMS Hardware key None yet

RECOVERY CODES STORED AT

Email Account #3

EMAIL ADDRESS

PROVIDER (GMAIL, OUTLOOK, ETC.)

2FA method enabled:

Authenticator app SMS Hardware key None yet

RECOVERY CODES STORED AT

5. Wireless Carrier Account Security

Add a PIN or account passcode at your carrier to prevent SIM-swap attacks.

CARRIER (AT&T, VERIZON, T-MOBILE, ETC.)

ACCOUNT NUMBER

Account PIN / passcode enabled?

Yes No

DATE PIN ADDED

OTHER AUTHORIZED USERS ON THE ACCOUNT

6. Family Safe Word

A word only your family knows. Used to verify any phone or video call from someone claiming to be a family member in distress.

! CHANGE ANNUALLY OR WHEN COMPROMISED

Pick something not on social media, not a pet name, not a place you have visited publicly.

Make sure every household member knows it. Practice using it.

If you suspect anyone outside the family has heard it, change it the same day.

DATE SAFE WORD ESTABLISHED

LAST REVIEWED WITH FAMILY

FAMILY MEMBERS WHO KNOW THE WORD

7. Children's Credit Freeze Tracker

A credit freeze on each child blocks identity theft even if their SSN has already leaked.

Child #1

CHILD'S NAME

DATE OF BIRTH

Frozen at:

Equifax

Experian

TransUnion

CONFIRMATION NUMBERS (ONE PER BUREAU)

Child #2

CHILD'S NAME

DATE OF BIRTH

Frozen at:

Equifax

Experian

TransUnion

CONFIRMATION NUMBERS (ONE PER BUREAU)

Child #3

CHILD'S NAME

DATE OF BIRTH

Frozen at:

Equifax

Experian

TransUnion

CONFIRMATION NUMBERS (ONE PER BUREAU)

8. Monitoring Setup

Confirm you have set up the free monitoring tools that catch problems early.

Have I Been Pwned breach alerts enabled? Yes No

Google Alerts for your name set up? Yes No

Google Alerts for your address set up? Yes No

Bank transaction alerts set to \$1? Yes Partially No

LAST ANNUALCREDITREPORT.COM CHECK (DATE) NEXT SCHEDULED CHECK

9. Emergency Contacts

Bookmark these now while calm. You will want them in seconds if something goes wrong.

Identity Theft Reporting

- IdentityTheft.gov - FTC recovery plans (always start here)
- IC3.gov - FBI Internet crime complaints
- ReportFraud.ftc.gov - General fraud reports
- FTC Consumer Response: 877-382-4357

Your Banks and Card Issuers

BANK / CARD #1	FRAUD LINE
_____	_____
BANK / CARD #2	FRAUD LINE
_____	_____
BANK / CARD #3	FRAUD LINE
_____	_____
BANK / CARD #4	FRAUD LINE
_____	_____

Local Police Non-Emergency

DEPARTMENT NAME	NON-EMERGENCY PHONE
_____	_____

10. Document Location Log

Where copies of this worksheet live. Update whenever you make a new copy or move an existing one.

COPY LOCATION	FORMAT (PAPER / ENCRYPTED FILE)	DATE PLACED
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! FINAL SECURITY REMINDER

This worksheet is the master key to your identity protection setup. Treat it accordingly.

Review every six months. Update whenever you add an account, freeze a new bureau, or change carriers.

If this document is ever lost, stolen, or photographed by someone unauthorized: rotate the family safe word, change all listed account passwords, and re-evaluate your storage location.

For support and the latest version: theidentityvault.com | support@theidentityvault.com