

All current sensitive material vendors must receive a copy of The City of Lake Forest's identity theft prevention policy and sign the below statement. This should also be included in any future RFP's that involve the City's sensitive material.

Sample cover letter:

Dear Vendor,

On October 20, 2008, the City Council of the City of Lake Forest approved the attached policy. Please read and return the certification to the undersigned as soon as possible.

Sincerely,

IDENTITY THEFT PREVENTION POLICY CERTIFICATION

I certify that I have read, understood and agree to comply with The City of Lake Forest's Identity Theft Prevention policy.

Institution

Signature

Title

Date