

**DISCLOSURE REGARDING EMPLOYER'S INTENT TO OBTAIN A CONSUMER
AND/OR INVESTIGATIVE REPORT**

[Insert Employer Name Here], (Hereinafter referred to as Employer) intends to obtain information about you for employment purposes from third party consumer reporting agencies including but not limited to, **{Name of Company Conducting the Background Screening Investigation}**. You will be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living. The information about you may be obtained from personal interviews with sources such as your neighbors, friends, supervisors or associates. The Consumer Reports and/or Investigative Reports may contain information regarding your credit history, social security verification, motor vehicle records, verification of your education or employment history, criminal records or other background checks. The information will be obtained from various Federal, State, and County government agencies and other Consumer Reporting Agencies and other Third Party Data Providers that maintain records concerning your past activities relating to your driving, criminal, civil, education, credit and other experiences. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying.

You have the right, upon written request made within a reasonable period of time after receipt of this notice, to request whether a consumer report has been conducted about you, disclosure of the nature and scope of any investigative consumer report, and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applications for employment is an investigation into your employment and/or education history. The scope of this notice and authorization is all-encompassing, allowing the Employer to obtain consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law, unless you otherwise revoke your consent by providing written notification to the Company. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative report.

In accordance with the Fair Credit Reporting Act, 15 U.S.C. § 1681-1681u, Employer will notify you prior to and after taking adverse action against you such as denying employment, because of information obtained from a Consumer Report and/or Investigative Consumer Report. If you request from **{Name of Company Conducting the Background Screening Investigation}** within 60 days, upon notification by the Employer that an adverse action has been taken by the Employer, you will be given a full and accurate disclosure as to the nature and scope of all information provided to Employer, including the substance of all information in its files on you at the time of my questions, sources of information, and the recipients of any reports on you which **{Name of Company Conducting the Background Screening Investigation}** has previously furnished within the last two years preceding your request. When requesting a copy of your Investigative Consumer Report and/or the Consumer Report, proper identification will be required. You should direct your request to **{Name of Company Conducting the Background Screening Investigation}**, at this street address, city, state, zip code and phone.

To procure your Consumer Report and/or Investigative Consumer Report, the Employer by and through **{Name of Company Conducting the Background Screening Investigation}** is required to provide to Federal, State and County agencies, (including but not limited to, Law Enforcement Agencies) as well as other consumer reporting agencies and third party data providers your confidential Personally Identifiable Information that you are required to provide to the Employer and **{Name of Company Conducting the Background Screening Investigation}** for the purposes of positive identification when checking public records. Your Personally Identifiable Information is confidential and will not be used by the Employer and/or **{Name of Company Conducting the Background Screening Investigation}** for any other purposes other than to procure your Consumer Report and/or Investigative Consumer Report. By signing the Authorization, Acknowledgment and Consent to Procure your Consumer Report for Employment Purposes, you consent and authorize the Employer and **{Name of Company Conducting the Background**

Screening Investigation to communicate your Personally Identifiable Information to the parties identified above for the purposes of procuring your Consumer Report and/or Investigative Consumer Report.

The Consumer and /or Investigative Consumer report(s) will be obtained from:

{Name of Company Conducting the Background Screening Investigation}

Street address

City, state, zip code

Phone: (800) _____ - _____

Website: www. _____ .com

California applicants or employees only: Please check the appropriate box below if you would like to receive a copy of your investigative consumer report or consumer credit report at no charge.

Minnesota and Oklahoma applicants or employees only: Please check the appropriate box below if you would like to receive a copy of your consumer report free of charge.

New York and Maine or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by Employer by contacting the consumer reporting agency identified above directly. You may also contact the Employer to request the name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which the Employer shall provide within 5 days.

New York applicants or employees only: Upon request, you will be informed whether or not a consumer report was requested by the Employer, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report.

Oregon applicants or employees only: Information describing your rights under the federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available should you suspect or find that the Employer has not maintained secured records is available to you upon request.

Washington State applicants or employees only: You have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

For California, Oklahoma, or Minnesota employees and applicants: Please check the box if you would like to receive a copy of your consumer report free of charge:

☐ Yes

☐ No

ity

State

Zip Code

How Long At Address