



American Substance Abuse Professional Drug Solutions, Inc.

455 East Carson Plaza Dr., Carson, CA 90813

Tel.: (562) 624-2720 Fax: (562) 628-9397

**FAIR CREDIT REPORTING ACT
DISCLOSURE AND AUTHORIZATION FORM**

The undersigned (Employee) is an employee of _____ (Employer).

A consumer report may be obtained on Employee for employment purposes. Specifically, in order to have access to various Anadarko Petroleum. Anadarko and Employer require a security background check be completed or reviewed on Employee by American Substance Abuse Professional Drug Solutions, Inc. (ASAP), and the results reported in the form of a status of **Recommended** if the report satisfies Anadarko's requirements or **Not Recommended** should the report not satisfy Anadarko's requirements. The employee status will be made available to all contractors associated with Anadarko's background screening consortium for positions Anadarko considers to be security sensitive. The reports will include a check of Employee's name, social security number and criminal record. The information used to create Background Reports is derived from public record information.

EMPLOYEE AUTHORIZES EMPLOYER TO ORDER OR REVIEW A BACKGROUND REPORT ON EMPLOYEE THROUGH ASAP AS DESCRIBED ABOVE AND FOR ASAP TO PROVIDE THE REPORT TO EMPLOYER, CONTRACTORS AND ANADARKO FOR THE PURPOSES STATED ABOVE.

This authorization shall serve as ongoing authorization until Employee gives Employer written notice of revocation.

Print Employee's Name (First, Mid In, last)

Employee's Signature

Date



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EMPLOYEE AUTHORIZATION AND RELEASE FORM

I understand that in order to have access to the Anadarko Petroleum as an employee of _____ (Employer), Anadarko and Employer require a security background check be completed or reviewed, on me, by American Substance Abuse Professional Drug Solutions, Inc. (ASAP) and the results reported in the form of a status back to Anadarko, Employer and made available to all contractor members of the Anadarko Background Check Consortium.

I hereby provide my written instructions and authorization to ASAP to obtain all relevant information required for it to do a security background check on me and produce a Background Report on me based on the results of that check. In addition, I authorize ASAP to provide the Background Report to Employer and a final status to Anadarko and Employer and make said status available to all contractor members of the Anadarko Background Check Consortium.

1. I acknowledge that Employer has provided me with a separate consent form(s) that I have signed authorizing ASAP to provide the Background Report to Anadarko, Employer and all contractors associated with the Anadarko Background Screening Consortium.
2. I have been advised that public record information will be reported to Employer in the Background Report. Employer is located at _____,
3. Although ASAP obtains the information on which the Background Reports are based from sources it considers being reliable ASAP does not verify that information and is not a guarantor of such information. I understand that I have a right to receive a copy of the Background Report by checking a box on the disclosure form provided by Employer and in connection with any adverse action taken by Employer based in whole or in part on the report. I also understand that in the event that I believe any information in the Background Report is inaccurate or incomplete, I have the right to dispute that information, including requiring ASAP to reinvestigate the information and, if the dispute is not resolved, to file a dispute statement with ASAP. I have also been advised that I have the right to inspect any file maintained on me by ASAP and receive a telephonic summary of the file or a copy of the file upon written request.
4. To the maximum extent permitted under applicable law, I hereby release ASAP, Employer, Contractor members of the Anadarko Background Check Consortium and Anadarko from all claims and liabilities in connection with the Background Report and the release of the report to the persons indicated above.
5. I agree that a telephonic facsimile or photocopy of this form shall be considered as valid as an original.
6. This authorization shall remain in effect until I notify ASAP in writing that I have revoked it. The releases contained in this form shall survive any revocation with respect to matters arising prior to the effective date of revocation.

Print Employee's Name (First, Mid In, last)

Date of Birth

Social Security Number

Current Address (Street)

(City, State & Zip Code)

Employee's Signature

Date



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A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.



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- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

FOR QUESTIONS OR CONCERNS REGARDING:

PLEASE CONTACT:

CRAs, creditors and others not listed below

Federal Trade Commission
Consumer Response Center - FCRA
Washington, DC 20580
202-326-3761

National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)

Office of the Comptroller of the Currency
Compliance Management, Mail Stop 6-6
Washington, DC 20219
800-613-6743

Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)

Federal Reserve Board
Division of Consumer & Community Affairs
Washington, DC 20551
202-452-3693

Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)

Office of Thrift Supervision
Consumer Programs
Washington, DC 20552
800-842-6929

Federal credit unions (words "Federal Credit Union" appear in institution's name)

National Credit Union Administration
1775 Duke Street
Alexandria, VA 22314
703-518-6360

State-chartered banks that are not members of the Federal Reserve System

Federal Deposit Insurance Corporation
Division of Compliance & Consumer Affairs
Washington, DC 20429
800-934-FDIC

Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission

Department of Transportation
Office of Financial Management
Washington, DC 20590
202-366-1306

Activities subject to the Packers and Stockyards Act, 1921

Department of Agriculture
Office of Deputy Administrator - GIPSA
Washington, DC 20250
202-720-7051