Background Check Disclosure and Authorization

Page 1 (the disclosure) must be given to the applicant as its own document, with nothing else on it. Pages 2 and 3 (authorization and applicant information) are separate. Attach the CFPB "A Summary of Your Rights Under the Fair Credit Reporting Act" and any state notices that apply. Have counsel or your screening vendor review this form for the states where you hire.

PAGE 1: DISCLOSURE REGARDING BACKGROUND INVESTIGATION (STANDALONE)

[Company Legal Name] (the "Company") may obtain information about you from a third-party consumer reporting agency for employment purposes. As a result, you may 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. These reports may contain information about your criminal history, employment history, education, professional licenses, motor vehicle record [and credit history, where permitted by law and relevant to the position].

The reports will be prepared by [Screening Company Name], [Address], [Phone], [Website]. You have the right, upon written request made within a reasonable time, to request whether an investigative consumer report has been requested and, if so, a complete and accurate disclosure of the nature and scope of the investigation.

The scope of this disclosure covers reports obtained during the application process and, where permitted by law, at any time during your employment.

PAGE 2: AUTHORIZATION

I acknowledge that I have received the separate document titled "Disclosure Regarding Background Investigation" and "A Summary of Your Rights Under the Fair Credit Reporting Act," and that I have read them.

By signing below, I authorize [Company Legal Name] to obtain consumer reports and/or investigative consumer reports about me from [Screening Company Name] for employment purposes. I authorize former employers, schools, licensing bodies, law enforcement agencies, courts, motor vehicle departments and other sources to release information about me to [Screening Company Name].

[Optional, delete if not used] I understand that this authorization will remain valid throughout my employment, if hired, to the extent permitted by law, unless I revoke it in writing.

[State notices: insert the notices required for applicants in California, New York, New York City, Minnesota, Oklahoma, Washington or other states as applicable, or attach them as separate pages.]

AUTHORIZATION SIGNATURE

☐ California, Minnesota and Oklahoma applicants: check to receive a free copy of any consumer report obtained

Applicant printed full legal name

_____

_____ _____

Applicant signature Date

Date

PAGE 3: APPLICANT INFORMATION FOR THE SCREENING COMPANY

This information is used only by the screening company to identify you and locate records. It is not used in hiring decisions. Collect it after a conditional offer, or have the applicant enter it directly into the screening company's secure portal.

IDENTIFICATION DETAILS

Full legal name (first, middle, last)

Other names used (maiden, previous legal names, aliases)

Date of birth (for record matching only)

Social Security number

Current address, city, state, ZIP

Years at current address

Previous addresses in the last 7 years

Driver's license number and issuing state (only if the position requires driving)

Phone

Email

EMPLOYER USE ONLY

Position and requisition number

Date conditional offer made

Package ordered

- ☐ Criminal: county + national database
- ☐ Criminal + employment verification
- ☐ Criminal + education verification
- ☐ Criminal + motor vehicle record
- ☐ Healthcare package (with sanctions / exclusion lists)
- ☐ Financial services package (with credit, where permitted)
- ☐ Other: describe

Date disclosure provided

Date authorization signed

☐ Summary of Rights provided

State and local notices provided (list)

Ordered by

Date ordered