

BACKGROUND CHECK/AUTHORIZATION FORM

BACKGROUND CHECK AND DISCLOSURE

For the safety and security of our customers, employees, and property, [COMPANY NAME] (the "Company") will order an "investigative consumer report" or background check on you in connection with your employment application, and if you are hired, or if you're already working for the Company, may order additional background reports on you for employment purposes.

_____ (the "Background Check Company"), will perform and prepare the background report for the Company. The Background Check Company is located at _____, and can be reached by phone at _____ or at their Internet Web site address _____.

The background report may contain information concerning your character, general reputation, personal characteristics, mode of living, and credit standing. The types of information ordered may include but are not limited to Social Security number verification; criminal, public, educational and, as appropriate, driving records checks; verification of prior employment; reference, licensing and certification checks; credit reports; drug testing results; and, if applicable, worker's compensation injuries. Workers' compensation information will only be requested in compliance with federal Americans with Disabilities Act and/or any other applicable federal, state, or local laws and only after a conditional job offer is made. Credit history will only be requested when permitted by law and where such information is substantially related to the duties and responsibilities of the position for which you are applying. The information may be obtained from private and public record sources, including personal interviews with your associates, friends, and neighbors. The nature and scope of the investigative consumer report is an investigation into your education and/or employment history conducted by the Background Check Company or another outside organization.

For questions and more information about the nature and scope of an investigative consumer report, you may contact the Company through this phone number: [COMPANY PHONE NUMBER]. A summary of your rights under the Fair Credit Reporting Act is also being provided to you with this form.

BACKGROUND CHECK AUTHORIZATION

I, the undersigned, authorize the Company to order my background report, including investigative consumer reports. I understand that the Company may rely on this authorization to order additional background reports, including investigative consumer reports, during my employment without asking me for my authorization again as allowed by law.

I also authorize the following agencies and entities to disclose to the Background Check Company and its agents all information concerning me, including but not limited to: my past or present employers; educational institutions, including colleges and universities; law enforcement and all other federal, state

and local agencies; federal, state and local courts; the military; credit bureaus; testing facilities; driving records; if applicable, worker's compensation injuries; all other private and public records; and any other person, organization, or agency with any information concerning me. Workers' Compensation Information will only be requested in compliance with the Americans with Disabilities Act and/or any other applicable federal, state, or local laws and only after a conditional job offer is made. The information that can be disclosed to the Background Check Company and its agents includes, but not limited to, information concerning my employment history, income history, education, credit history, driving history, criminal history, military service, professional credentials and licenses, and substance abuse testing.

I agree that the Company may rely on this authorization to order background reports, including investigative consumer reports, from companies other than the Background Check Company without asking me for my authorization again as allowed by law. I also agree that a copy of this form is valid like the signed original. I certify that all of the personal information I provided is true and correct.

(If you live or work for the Company in **California, Minnesota or Oklahoma**; Check this box if you want a free copy of your report:)

APPLICANT INFORMATION

Applicant's Name: _____
Maiden/Other Names: _____
Date of Birth: _____
Social Security Number/SSN: _____
Driver's License Number #: _____
State Issuing License: _____

CURRENT & PREVIOUS MAILING ADDRESSES

Current Street Address: _____
City: _____
State: _____ **Zipcode:** _____
Start Date: _____

Previous Street Address: _____
City: _____
State: _____ **Zipcode:** _____
Start Date: _____ **End Date:** _____

Previous Street Address: _____
City: _____
State: _____ **Zipcode:** _____
Start Date: _____ **End Date:** _____

Previous Street Address: _____
City: _____
State: _____ **Zipcode:** _____
Start Date: _____ **End Date:** _____

Signature: _____

Date: _____

The federal **Fair Credit Reporting Act (FCRA)** promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the **FCRA**. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to **Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552**.

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

- You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your **Social Security Number**. In many cases, the disclosure will be free. You are entitled to a free file disclosure if: a person has taken adverse action against you because of information in your credit report; .you are the victim of identity theft and place a fraud alert in your file; your file contains inaccurate information as a result of fraud; .you are on public assistance; .you are unemployed but expect to apply for employment within **60** days. In addition, all consumers are entitled to one free disclosure every **12** months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies.

- You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous.

- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within **30** days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than **seven** years old or bankruptcies that are more than **10** years old.

- Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The **FCRA** specifies those with a valid need for access.

•You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry.

•You may limit “prescreened” offers of credit and insurance you get based on information in your credit report. Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at **1-888-567-8688**.

•You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the **FCRA**, you may be able to sue in state or federal court.

•Identity theft victims and active-duty military personnel have additional rights.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>

3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access, United States Small Business Administration, 409 Third Street, S.W., Suite 8200 Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357