



## Disclosure and Authorization to Obtain Information

In connection with my suitability for employment with \_\_\_\_\_, (herein "Company") or if employed, I understand that prior to or at the time after my employment commences a consumer report may be requested for employment purposes from InfoLink Screening Services, Inc., (herein: "infolink") from public records including; but not limited to, Social Security number, motor vehicle operation history/driving records, workers' compensation information and criminal history to the extent permitted by law from various local, state, and federal agencies. Further, I understand that an Experian Employment Insight Report, Trans Union Employment Credit Report or Equifax Persona report may be requested. Finally, I understand that an Investigative Consumer Report may be requested and, as required under §606(a) (1) of the federal Fair Credit Reporting Act (FCRA), 15 U.S.C. §1681 et seq., I understand that this Report will include information as to my character, general reputation, personal characteristics, mode of living, work habits, performance, experience, along with reasons for termination of past employment, whichever are applicable, obtained through personal interviews with associates who have knowledge concerning such items of information.

I VOLUNTARILY AND KNOWINGLY AUTHORIZE ANY PRESENT OR PAST EMPLOYER OR SUPERVISOR, COLLEGE OR UNIVERSITY OR OTHER INSTITUTION OF LEARNING, ADMINISTRATOR, LAW ENFORCEMENT AGENCY, STATE AGENCY, LOCAL AGENCY, FEDERAL AGENCY, CREDIT BUREAU, PRIVATE BUSINESS, MILITARY BRANCH OR THE NATIONAL PERSONNEL RECORDS CENTER, PERSONAL REFERENCE, AND/OR OTHER PERSONS TO GIVE RECORDS OR INFORMATION THEY MAY HAVE CONCERNING MY CRIMINAL HISTORY, MOTOR VEHICLE HISTORY, SOCIAL SECURITY NUMBER, EARNINGS HISTORY, CHARACTER AND EMPLOYMENT (INCLUDING REASONS FOR TERMINATION), CREDIT HISTORY, CREDIT CAPACITY, OR CREDIT STANDING OR ANY OTHER INFORMATION REQUESTED BY INFOLINK DEEMED PERTINENT TO MY EMPLOYMENT.

In accordance with the FCRA and applicable state laws, I understand that I the right to request a complete and accurate disclosure of the nature and scope of the investigation requested. Further, I am entitled to know if employment is denied because of information obtained by my prospective employer from a Reporting Agency. If so, I will be so advised in writing and be given the name, address and toll free number of the agency, a statement that the action was based in whole or in part on information contained in the Report, and written notice that I have the right (i) if I requested, to obtain within sixty days a free copy of the Report from the Report Agency (under no circumstances shall such cost exceed the actual costs of duplication), and from Consumer Reporting Agency which compiles and maintains files on consumers on a nationwide basis; and, (ii) to dispute the accuracy or completeness of any information in a consumer report furnished by the Reporting Agency. I understand that upon my request with reasonable notice and after furnishing proper identification, Infolink's trained personnel will provide me with investigative information in my file during normal business hours in person or upon written notice, by certified mail to a specified addressee, or telephone as permitted by law. Further, I understand that should I wish to review my file in person; I am permitted to be accompanied by one other person of my choosing who shall furnish reasonable identification and if requested, InfoLink is a Consumer Reporting Agency and it is InfoLink's policy to not be involved in or make hiring decisions or recommendation.

InfoLink's privacy policy limits the information it provides to the Company named herein, however I hereby authorize the Company to share such information with parties in interest who have a "need to know" such information to protect them and their employees. InfoLink does not sell or otherwise provide any of the information found in its background investigations to any other party other than the Company.

I understand that any consumer report or investigative consumer report requested will be used strictly for employment purposes as defined under §603(h) and authorized under §604(a)(3)(B) of the Fair Credit Reporting Act, as a report to be used for the purpose of evaluation for employment, promotion, reassignment or retention as an employee. I further understand and consent to the furnishing of worker's compensation information, after a conditional job offer, which may include my medical information including any and all injuries pursuant to state law and in compliance with the Federal Americans with Disabilities Act. In addition, I understand that any offer of employment, promotion, reassignment or retention will be conditional upon the receipt of satisfactory information as required by the Company, and that to be considered for employment, promotion, reassignment or retention, I must authorize the procurement of such report(s). A photographic or faxed copy of this form shall be as valid as the original.



The following must be completely filled out and signed for your application to be considered

(Please Print)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name/Initial \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_

Social Security Number \_\_\_\_\_ Driver's License Number or State ID # \_\_\_\_\_

State Issued \_\_\_\_\_ E-mail Address \_\_\_\_\_

FOR IDENTIFICATION PURPOSES, PLEASE PROVIDE: FULL DATE OF BIRTH

\_\_\_\_\_

HAVE YOU USED ANY NAMES OR SOCIAL SECURITY NUMBERS OTHER THAN ABOVE? Yes  No

Please list other names used \_\_\_\_\_ Please List Other SS numbers Used \_\_\_\_\_

Signature \_\_\_\_\_

(Signature authorizing the procurement of the Consumer Report and /or Investigative Consumer Report)

Today's Date \_\_\_\_\_

I understand that in California, Minnesota, or Oklahoma if a Consumer Report / Investigative Consumer Report (including any credit report) was requested, I may order a copy of such report and it will be mailed to me:  Yes, please send me a copy of my Report



## Addendum to the Disclosure and Authorization Form For Employment Credit Reports on California Residents

You have the right to obtain a copy of your credit file from a consumer credit reporting agency. You may be charged a reasonable fee not exceeding eight dollars (\$8). There is no fee, however, if you have been turned down for credit, employment, insurance, or a rental dwelling because of information in your credit report within the preceding 60 days. The consumer credit reporting agency must provide someone to help you interpret the information in your credit file.

You have a right to dispute inaccurate information by contacting the consumer credit reporting agency directly. However, neither you nor any credit repair company or credit service organization has the right to have accurate, current, and verifiable information removed from your credit report. Under the Federal Fair Credit Reporting Act, the consumer credit reporting agency must remove accurate, negative information from your report only if it is more than seven years old. Bankruptcy information can be reported for 10 years.

If you have notified a consumer credit reporting agency in writing that you dispute the accuracy of information in your file, the consumer credit reporting agency must then, within 30 business days, reinvestigate and modify or remove inaccurate information. The consumer credit reporting agency may not charge a fee for this service. Any pertinent information and copies of all documents you have concerning an error should be given to the consumer credit reporting agency.

If reinvestigation does not resolve the dispute to your satisfaction, you may send a brief statement to the consumer credit reporting agency to keep in your file, explaining why you think this record is inaccurate. The consumer credit reporting agency must include your statement about disputed information in a report it issues about you.

You have a right to receive a record of all inquiries relating to a credit transaction initiated in 12 months preceding your request. This record shall include the recipients of any consumer credit report.

You may request in writing that the information contained in your file not be provided to a third party for marketing purposes.

You have a right to place a "security alert" in your credit report, which will warn anyone who receives information in your credit report that your identity may have been used without your consent and that recipients of your credit report are advised, but not required, to verify your identity prior to issuing credit. The security alert may prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that taking advantage of this right may delay or interfere with the timely approval of any subsequent request or application you make when regarding a new loan, credit, mortgage, insurance, rental housing, employment, investment, license, cellular phone, utilities, digital signature, Internet credit card transaction, or other services, including an extension of credit at point of sale. If you place a security alert on your credit report, you have a right to obtain a free copy of your credit report at the time the 90-day security alert period expires. A security alert may be requested by calling one of the following toll-free telephone numbers:

***Trans Union (800)916-8800/Experian (888)397-3742/Equifax (888)532-0179***

You have a right to place a "security freeze" on your credit report, which will prohibit a consumer credit reporting agency from releasing any information in your credit report without express authorization. A security freeze must be requested in writing by certified mail. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, insurance, government services or payments rental housing, employment, investment, license, cellular phone, utilities,

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digital signature, Internet credit card transaction, or other services, including an extension of credit at point of sale. When you place a security freeze on your credit report, you will be provided a personal identification number or password to use if you choose to remove the freeze on your credit report or authorize the release of you credit report for a specific party or period of time after the freeze is in place. To provide that authorization you must contact the consumer credit reporting agency and provide all of the following:

1. The personal identification number or password
2. Proper identification to verify your identity
3. The proper information regarding the third party who is to receive the credit report or the period of time for which the report shall be available.

A consumer credit reporting agency must authorize the release of your credit report no later than three business days after receiving the above information.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

You have a right to bring civil action against anyone, including a consumer credit reporting agency, who improperly obtains access to a file, knowingly or willfully misuses files data, or fails to correct inaccurate file data.



## Package 2 – Search Request Information

### Package 2 – 'Private' Clearance Search

1. Social Security number trace and verification
2. Criminal History – County Court search
3. National criminal database search
4. Sexual offender and child molester registry
5. Motor Vehicle report information (from state records)
6. Credit History
7. Employment Verification
8. Education Verification (If applicable)
9. Professional verification (If applicable)
10. Military service verification (If applicable)

#### A. Personal Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Maiden Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Residence Information: List the places where you have lived, beginning with your present residence (#1) and working back 7 years:

1. Dates: From \_\_\_\_\_ to \_\_\_\_\_ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

2. Dates: From \_\_\_\_\_ to \_\_\_\_\_ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Dates: From \_\_\_\_\_ to \_\_\_\_\_ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4. Dates: From \_\_\_\_\_ to \_\_\_\_\_ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Driver's License # or State ID: \_\_\_\_\_ State Issue: \_\_\_\_\_

Driver's License # or State ID: \_\_\_\_\_ State Issue: \_\_\_\_\_

Have you used any names or Social Security other than above? : Yes  No

If Yes Please List: Other Names: \_\_\_\_\_

Other Social Security numbers: \_\_\_\_\_



## Package 2 – Search Request Information (Continued)

### B. Criminal History

Desired County Search:

County 1: \_\_\_\_\_

County 2: \_\_\_\_\_

County 3: \_\_\_\_\_

County 4: \_\_\_\_\_

### C. Sexual Offender and child molester registry

Desired States Search:

State 1: \_\_\_\_\_

State 2: \_\_\_\_\_

State 3: \_\_\_\_\_

State 4: \_\_\_\_\_

### D. Employment Verification

Please list previous employers:

1. Employer's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Position Held: \_\_\_\_\_ Dates Of Employment: From \_\_\_\_\_ To \_\_\_\_\_

2. Employer's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Position Held: \_\_\_\_\_ Dates Of Employment: From \_\_\_\_\_ To \_\_\_\_\_

3. Employer's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Position Held: \_\_\_\_\_ Dates Of Employment: From \_\_\_\_\_ To \_\_\_\_\_



## Package 2 – Search Request Information (Continued)

### **E. Education - Professional Verification**

1. Name of College, University or Institution Attended: \_\_\_\_\_

Dates: From \_\_\_\_\_ to \_\_\_\_\_ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Degree or Diploma awarded: \_\_\_\_\_ Date awarded: \_\_\_\_\_

1. Name of College, University or Institution Attended: \_\_\_\_\_

Dates: From \_\_\_\_\_ to \_\_\_\_\_ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Degree or Diploma awarded: \_\_\_\_\_ Date awarded: \_\_\_\_\_

### **F. Military Verification**

Branch of Service: \_\_\_\_\_ Dates: From \_\_\_\_\_ to \_\_\_\_\_

Service Number: \_\_\_\_\_ Status: \_\_\_\_\_

Type of Discharge: \_\_\_\_\_

\*Social Security Traces can produce different counties and states that applicants have live in and background checks will automatically trace all counties and states unless advised one county/state only.

NOTE: In many jurisdictions, Criminal search includes both municipal and superior court records. In some jurisdictions, Municipal courts are a separate search due to the proximity to Superior Court and therefore must be billed as an additional county.