

Template from signwren.com. General information, not legal advice. Check your state's rules and adapt it before you use it. Delete these italic notes before use. Give Page 1 to the applicant as its own page containing only the disclosure. The optional investigative report notice (Page 2) and the authorization (Page 3) are separate pages. Attach "A Summary of Your Rights Under the Fair Credit Reporting Act" as a separate document. If you will only check applicants and never current employees, delete the words "and, if you are hired, at any time during your employment" from Page 1 and use the first box in Page 3.

BACKGROUND CHECK DISCLOSURE AND AUTHORIZATION

Page 1: Disclosure Regarding Background Reports

[Company name] may obtain one or more consumer reports about you from a consumer reporting agency for employment purposes. A consumer report may be obtained in connection with your application for employment and, if you are hired, at any time during your employment.

Optional Page 2: Investigative Consumer Report Notice

Delete this page unless you will order an investigative consumer report (a report that includes information about character, general reputation, personal characteristics or mode of living gathered through personal interviews). Federal law (15 U.S.C. 1681d) sets separate timing and content rules for this notice; confirm them with your screening company.

[Company name] may request an investigative consumer report about you, which may include information about your character, general reputation, personal characteristics and mode of living, obtained through personal interviews with people such as former employers, references or others who know you.

You have the right to make a written request, within a reasonable time, for a complete and accurate disclosure of the nature and scope of the investigation. Send your request to: [Company contact name, address and email].

Page 3: Authorization for Background Reports

This page is separate from the disclosure on Page 1. The applicant signs at the bottom of this page.

Applicant information

Full legal name: [first, middle, last]

Other names used: [maiden or former names, if any]

Date of birth (used only to identify records): [date]

Current address: [street, city, state, ZIP]

Email and phone: [contact details]

Reports covered by this authorization (Company ticks before giving this form to the applicant)

- ☐ Criminal record search
- ☐ Employment history verification
- ☐ Education verification
- ☐ Professional license verification
- ☐ Motor vehicle (driving) record
- ☐ Credit history report
- ☐ Other: [describe]

Consumer reporting agency

Name: [screening company name]

Address: [address]

Phone: [phone]

Website: [website]

Authorization

I have received and read the separate Disclosure Regarding Background Reports and "A Summary of Your Rights Under the Fair Credit Reporting Act."

I authorize [Company name] to obtain consumer reports about me from the consumer reporting agency named above for employment purposes, covering the report types ticked above.

This authorization applies (Company ticks one):

- ☐ To my application only.
- ☐ To my application and, if I am hired, at any time during my employment, unless I revoke it in writing.

I understand that I may ask the consumer reporting agency for a copy of any report it gives to [Company name].

I agree that I may sign this authorization electronically, and that an electronic signature has the same effect as a handwritten one.

☐ Tick here if you would like a free copy of any consumer report obtained about you. [Include this line only if your state requires it or you choose to offer it.]

Signatures

Applicant

Signature: _____

Name: [full name]

Date: [date]