**Release Authorization and**

**Fair Credit Reporting Act Disclosure**

This is to notify you that in connection with your application for employment or contract, we may procure a consumer report on you as part of the process of considering your application. In the event that information from the report is utilized in whole or in part in making an adverse decision, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the Fair Credit Reporting Act.

Please be advised that we may also obtain an investigative consumer report including information as to your character, general reputation, personal characteristics, and mode of living. This information may be obtained by contacting your present and previous employers or references supplies by you. Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested.

By signing below, I hereby authorize all entities having information about me, including present and former employers, criminal justice agencies, departments of motor vehicles, schools, and credit reporting agencies, to release such information. These searches include but are not limited to civil/criminal searches, bankruptcy filings, driving record checks and property ownership.

This release and authorization shall remain valid and in effect during the term of your employment or contract. We reserve the right to run subsequent consumer reports and/or investigative consumer reports on an as-needed basis.

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Date Authorized Signature

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Full Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth\* Social Security Number

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Driver’s License Number State of Issue

Current Residence Address:

\*Date of Birth required for background investigation purposes only, and will be used for no other purposes.

Please note that this sample form is being provided for informational purposes only and should not be considered legal advice. We strongly recommend that you review any correspondence with your legal counsel prior to use.