

## How to use this consent form:

1. You may customize this form with your organization logo, address etc. We recommend leaving the language intact as it is compliant for all 50 states.
2. Enter your organization name wherever there are [ ].
3. ***Information that is italicized is state specific.*** If you are not in these states, you may remove this information.
4. Instruct your applicant/volunteer to enter their *full legal* name. IE: Susan instead of Sue.
5. List any other names as Alias or Maiden names.
6. If applicant has a common name, please include middle initial or full middle name for identification purposes.
7. Social Security Numbers are used *only for address history and alias name information.* It will **not** affect your applicant/volunteer credit score nor will it give your organization credit report information. (If you require this information, please contact us for details.)
8. Applicant/Volunteer MUST sign and date *both pages* of this document.
9. Store this signed document in a secure location. It is your legal proof you were given permission to conduct a background screening on the individual.

Please call 866-891-1954, or [customerservice@securesearchpro.com](mailto:customerservice@securesearchpro.com) if you have any questions.

## Appendix B

### DISCLOSURE AND AUTHORIZATION FOR EMPLOYER TO ACCESS CONSUMER REPORTS

[Enter organization contact information here]

#### AUTHORIZATION

I hereby authorize, without reservation, the obtaining of "consumer reports" or "investigative consumer" reports by [ ] at any time after receipt of this authorization and throughout my employment or volunteer service, if applicable. I further authorize and request, without reservation, any present or former employer, school, police department, state or federal agency, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about me to furnish SecureSearch or [ ] with any and all background information in their possession regarding me, so that my employment qualifications may be evaluated and/or reassessed. I also agree that a fax or photocopy of this authorization with my signature should have the same authority as the original.

**By signing below, I certify: (1) that I have read and fully understand this disclosure and authorization; (2) that all of the information I am providing is true, complete, correct and accurate; and (3) that I have received the attached Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.).**

The following is information required in order for [ ] to obtain a complete consumer report:

FULL LEGAL NAME (First, Full Middle Name, Last Name)	
SOCIAL SECURITY NUMBER	DATE OF BIRTH*
STREET ADDRESS	
CITY, STATE, ZIP CODE	
DRIVER'S LICENSE NUMBER	ISSUING STATE
OTHER OR FORMER NAMES (AKA, Maiden Names, Married Names, Surnames, Etc.)	
CONSUMER'S SIGNATURE	DATE

\* This information will be used for background screening purposes only.

Please list all Counties and States you have lived in since the age of 18.

County	State	Name Used in County	Date From	Date To

**DISCLOSURE**

In connection with your application for employment or volunteer service with: [ ] (including any independent contract for services) or when deciding whether to modify or continue your ongoing employment or (if hired) or service, [ ] may obtain a "consumer report" and/or an "investigative consumer report" on you from **SecureSearch**, a consumer reporting agency, or from any third party, in strict compliance with both state and federal law. A consumer report is a communication of information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used for purposes of serving as a factor in establishing your current and/or continuing eligibility for employment purposes. An investigative consumer report is a report obtained through personal interviews with individuals who may have knowledge of your character, general reputation, personal characteristics, or mode of living. The consumer reports or investigative consumer reports may contain information regarding your credit history(if applicable to position), criminal records, driving history records, education records, previous employment history, social security traces, military records, professional licensure records, drug testing, government records, and other types of background information. You further understand that these reports may contain information concerning the reasons for termination of past employment. You are hereby notified that you have the right to make a timely request for the nature and scope of any investigative consumer report. You are further notified that, prior to being denied employment based in whole or in part on information obtained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the consumer reporting agency and a description in writing of your rights under the Fair Credit Reporting Act. Inquiries to **SecureSearch** should be directed to **SecureSearch; Consumer Disputes; 558 Castle Pines Pkwy. #B4-137, Castle Rock, CO 80108. 1 (866) 891 – 1954.**

**MAINE AND NEW YORK APPLICANTS OR EMPLOYEES ONLY:** You have the right to inspect and receive a copy of your investigate consumer report requested by [EMPLOYER NAME] by contacting the consumer reporting agency identified directly above.

**NEW YORK APPLICANTS OR EMPLOYEES ONLY:** By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law.

**MINNESOTA AND OKLAHOMA APPLICANTS OR EMPLOYEES ONLY:** Please check this box if you would like to receive a copy of a consumer if one is obtained by the Company.

**CALIFORNIA APPLICANTS OR EMPLOYEES ONLY:** By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

**NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW**

[ ] (the "Company") intends to obtain information about you for employment purposes from an investigative consumer reporting agency or consumer credit reporting agency. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be **SecureSearch; Consumer Disputes; 558 Castle Pines Pkwy. #B4-137, Castle Rock, CO 80108. (866) 891 – 1954.**

The source of any credit report will be **SecureSearch or ClearStar Logistics; Consumer Disputes; 558 Castle Pines Pkwy. #B4-137, Castle Rock, CO 80108. (866) 891 – 1954.**

The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law. Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA's file on you with proper identification, as follows: In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file. A summary of all information contained in the ICRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.

By requesting a copy be sent to a specified addressee by certified mail. ICRA's complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA's.

*“Proper Identification” includes documents such as a valid driver’s license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.*

*The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.*

*You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person’s presence.*

**The following are my responses to questions about my criminal record history (if any) with descriptions to any question with a YES answer:**

Name: \_\_\_\_\_

1. Have you ever been convicted or plead guilty before a court of any federal, state, or municipal criminal offense? (Excluding minor traffic violations) Yes  No

If Yes, please explain:

2. Have you ever received deferred adjudication or similar disposition for any federal, state or municipal criminal offense?

Yes  No  If Yes, please explain:

3. Have you ever received probation or community supervision for any federal, state or municipal criminal offense?

Yes  No  If Yes, please explain:

4. Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States?

Yes  No  If Yes, please explain:

5. As of the date of this authorization, do you have any pending criminal charges against you?

Yes  No  If Yes, please explain:

6. Have you ever served in the US Military? Yes  No

7. If you answered YES to the above question, did you receive a DD214?

Yes  No  If Yes, can you present the document?: Yes  No

8. If you answered YES to the above question 6, did you receive an honorable discharge?

Yes  No  If No, please explain:

\_\_\_\_\_  
**Consumer signature**

\_\_\_\_\_  
**Date**