



step 1

- ✓ Disclose to the applicant your intent to search
- ✓ Get permission to run background check
- ✓ Provide applicant with their Summary of Rights

Combined Background Check Disclosure & Authorization Form

By law, you must disclose to the applicant/employee your intent to obtain a background check for employment purposes. A disclosure statement on your application is not sufficient to be in compliance with the FCRA. In addition, you must also have the applicant or employee's written permission to obtain the background check.

You will need to gather certain information that may not be found on your employment application, such as **date of birth**, a **list of cities and states where the subject has resided for the last 10 years**, and, if applicable, their **driver's license number and state where issued**. The Authorization section of this form will gather all of that information for you.

Lastly, you must also provide the applicant/employee with the Summary of Rights under the Fair Credit Reporting Act, as well as specific state notices if the employee is living or working in CA or NY.

Have the applicant complete the authorization, and simply provide him/her with copies of the other attached forms.

IMPORTANT: Certain state laws allow individuals the option to request a copy of all reports by checking a box on the Authorization form. If the box right above the signature line is checked, **you must check the "Consumer Letter" box when placing your order online** so that we may comply with these requests in a timely manner.

step 2

- ✓ Place your order

To place an order online:

Using the access codes provided to you, log into our online ordering system. If you need assistance with our ordering system, please do not hesitate to call us at 888-510-2566 and we will walk you through a demonstration.

To place an order by fax:

Fax the Authorization **800-403-9044**. We also recommend faxing a copy of the application or resume; the more information we have, the more thorough we can be.

Obtaining results:

When results on a subject are complete, you will get a notification via email. You may [log into](#) our online system and click on "Results" to view the completed report. Please make sure all pop-up blockers are turned off in order to view results.

Please call 888-610-2566 or 203-733-2175 with any questions.

You may find it helpful to bookmark this page for future reference