

DISCLOSURE & AUTHORIZATION: THIS NOTICE MUST BE SENT TO THE EMPLOYEE/APPLICANT BEFORE THE EMPLOYER OBTAINS A BACKGROUND CHECK

COMPREHENSIVE VERSION: INCLUDES INVESTIGATIVE CONSUMER REPORT DISCLOSURES

[LETTERHEAD]

AUTHORIZATION FOR BACKGROUND INVESTIGATION

I understand that [Employer] may obtain or have prepared a consumer **or investigative consumer report** for employment purposes, concerning my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, criminal background, and/or mode of living.

The types of information that may be obtained include, but are not limited to: credit reports, social security number verification, criminal records checks, public court records checks, driving records checks, educational records checks, employment verification, personal and professional references checks, licensing and certification checks, etc. The information contained in the reports may be obtained from **private and/or public record sources, including sources identified by me in my job application or through interviews or correspondence with my past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions, or other acquaintances.**

I understand that I have the right to request more information about the nature and scope of any investigative consumer report by submitting a request to [Contact at Employer].

By signing below, I am authorizing [Employer] to obtain a consumer or investigative consumer report on me as part of the [Employer]'s background screening process. I further authorize [Employer] to obtain additional consumer or investigative consumer reports on me for employment purposes at a later date during my employment.

By my signature below, I also acknowledge that [Employer] has provided me with a summary of my rights under the Fair Credit Reporting Act.

SIGNATURE:	DATE:
PRINTED NAME:	D/O/B:
SS#:	

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