#  BACKGROUND CHECK NOTICE TO APPLICANT AND AUTHORIZATION FOR CONSUMER REPORT

Red text denotes a field that needs to be changed by the user.

CAUTION: BE CERTAIN TO REMOVE THE COMPLETE PAYROLL LEGAL DISCLAIMER AT THE BOTTOM OF THIS DOCUMENT. FAILURE TO DO SO MAY CONSTITUTE A VIOLATION OF THE FEDERAL FAIR CREDIT REPORTING ACT. PLEASE CONTACT AN HR PROFESSIONAL FOR FURTHER INFORMATION. THIS RED TEXT SHOLD ALSO BE REMOVED.

The purpose of this notice is to inform you that we will be conducting a pre-employment background investigation in conjunction with your application for employment with our company. This background investigation may involve verifying or reviewing any of the following relevant information:

* Social Security Number
* DMV Record
* Criminal Convictions
* Prior Employment History
* Educational History

As part of this investigation, the Company will obtain a consumer report from a Consumer Reporting Agency, [insert name of Agency], for employment purposes. The Company may use information in the consumer report for decisions related to your employment. A copy of the report will be provided to you, free of charge, if you wish.

By your signature below, you authorize the Company to obtain this consumer report. If you wish to receive a copy of the report, please include your address below. This notice and authorization is in accordance with the Fair Credit Reporting Act.

### I authorize the Company to obtain a consumer report for employment purposes.

### Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**I wish to receive a copy of my consumer report. My address is:**

|  |
| --- |
| Print Name (Last, First, & Middle) |
|  |
| Street Address | City | State | Zip Code |
|  |  |  |  |

**Legal Disclaimer:** The materials and information available at this website are for informational purposes only, are not for the purpose of providing legal advice, and may not be relied upon as legal advice.  The employees of Complete Payroll are not licensed attorneys. This information and all HR Support Center materials are provided pursuant to and in compliance with federal and state statutes.  It does not encompass other regulations that may exist, including, but not limited, to local ordinances. The transmission of documents or information through the HR Support Center does not create an attorney-client relationship.  Complete Payroll makes no representations as to the accuracy, completeness, currentness, suitability, or validity of the information on this website and does not adopt any information contained on this website as its own. All information is provided on an as-is basis.  Please consult HR On-Demand or an attorney to obtain advice with respect to any particular question or issue.

**The following is intended to inform and otherwise notify the Credit Reporting Agency:**

This notice is intended to certify compliance, to the best of our ability, with the requirements as outlined in the Fair Credit Reporting Act. The applicant or employee’s signature demonstrates their express authorization and understanding of this background check and the information it will yield.

I, the Employer, certify the following:

* The applicant, or employee, has been notified, and their permission was granted to get a consumer report;
* I have complied with all of the FCRA requirements; and
* There will be no discrimination against the applicant or other misuse of the information, as provided by any applicable federal or state equal opportunity laws or regulations.

**Date**: \_\_\_\_\_\_\_\_ **Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name (print)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_