

# Release Authorization *and* Notification of Intent to Verify

**This page contains sensitive information. Keep only in secure files, separately from personnel records.**

In connection with my application for employment or affiliation with you (the "Company"), I understand that an Investigative Consumer Report may be requested that will include information as to my character, work habits, performance and experience, along with reasons for termination of past employment from previous employers. Further, I understand that the Company may be requesting information concerning my motor vehicle operation history and criminal history from various states, private and insurance sources along with other public records available. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. Workers Compensation information will only be requested in compliance with the federal Americans with Disabilities Act (ADA), and/or any applicable state laws.

I voluntarily and knowingly authorize, without reservation, any present or past employer or supervisor, college or university or other institution of learning; administrator; law enforcement agency; state agency; federal agency; finance bureau/office; credit bureau; collection agency; private business; military branch or the national personnel records center; personal references; and/or other persons to give records or information they may have concerning my criminal history, motor vehicle driving history, earnings history, credit history, character and employment records or any other information requested to HireSafe on behalf of the Company appropriate to evaluate employment suitability only. This authorization shall be valid for one year from the date signed and a photographic or faxed copy of this authorization shall be as valid as the original.

I understand that my employment with the Company may be contingent upon my taking and passing a test for the presence of illegal drugs. I further understand and agree that I may be terminated if I am put to work before the Company obtains the drug test results, should the results be positive for the presence of illegal drugs. I voluntarily consent to have a sample of my urine, saliva and/or hair collected for the purpose of drug testing. In the event I should submit two or more samples for drug screening in connection with my application for employment or continued employment, I understand that each sample must be negative for the presence of illegal drugs. The urinalysis, hair and/or saliva confirmation tests will be conducted by a SAMSHA certified laboratory chosen by the Company. I hereby authorize the results of this testing to be released to HireSafe on behalf of the Company.

This release includes all state and federal agencies. According to the *Fair Credit Reporting Act*, I am entitled to know if employment is denied because of information obtained by my prospective employer from a Consumer Reporting Agency. If so, I will be advised and be given the name of the agency or source of information. This information is being verified by HireSafe, a division of Data Research Network, Inc. Questions or instructions on how to correct errors found on your records should be directed to the source of the information, or to the following address:

**I wish to receive a copy of the final report**  (CA, OK & MN applicants)

**HireSafe®**  
 9290 West Stockton Blvd. Suite 100  
 Elk Grove, California 95758  
 916-226-2550 *telephone*  
 916-226-2552 *fax*

\_\_\_\_\_  
 APPLICANT SIGNATURE

\_\_\_\_\_  
 TODAY'S DATE

The following must be filled out completely for your application to be considered. *Please print clearly.*

\_\_\_\_\_  
 LAST NAME

\_\_\_\_\_  
 FIRST NAME

\_\_\_\_\_  
 MIDDLE NAME

\_\_\_\_\_  
 OTHER NAMES BY WHICH YOU HAVE BEEN KNOWN -and- DATES THOSE NAMES WERE USED

\_\_\_\_\_  
 HOME ADDRESS

\_\_\_\_\_  
 CITY

\_\_\_\_\_  
 STATE

\_\_\_\_\_  
 ZIP CODE

\_\_\_\_\_  
 EMAIL ADDRESS

□□□-□□-□□□□

SOCIAL SECURITY NUMBER (used for accurate identification purposes only)

□□-□□-□□□□

MONTH DAY YEAR  
 DATE OF BIRTH (used for accurate identification purposes only)

□□□□□□□□□□□□□□

DRIVER'S LICENSE NUMBER -or- STATE ID NUMBER

□□

STATE OF ISSUE

**Additional State Rights:**

**Maine, Massachusetts, and New Jersey applicants or employees only:**

You have the right to inspect and promptly receive a copy of any Investigative Consumer Report requested by the Company by contacting HireSafe directly

**Minnesota applicants or employees only:**

You have the right, upon written request to HireSafe, to receive a complete and accurate disclosure of the nature and scope of any Investigative Consumer Report. HireSafe will make this disclosure within five days of receipt of your request or of the Company's request for the report, whichever is later.

**New York applicants or employees only:**

You have the right to request whether the Company requested an Investigative Consumer Report and, if so, the Company will give you the name and address of the report's provider if other than the HireSafe.

**California, Minnesota and Oklahoma applicants or employees only:**

Please check the above box if you would like to receive a copy of any report furnished by the HireSafe to the Company pursuant to your authorization.

**Washington applicants or employees only:**

The Company will provide the disclosure described above concerning its procurement of an Investigative Consumer Report either five days after receiving your request or after requesting the Investigative Consumer Report, whichever is later. You have the right to ask the Company to provide you with a summary of your rights under the WA *Fair Credit Reporting Act*.

<b>Username ID:</b>	
<b>Client Name:</b>	



## A Summary of Your Rights under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if: if a person has taken adverse action against you because of information in your credit report; if you are the victim of identity theft and place a fraud alert in your file; if your file contains inaccurate information as a result of fraud; if you are on public assistance; if you are unemployed but expect to apply for employment within 60 days. In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.**

For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore). States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

### TYPE OF BUSINESS:

### CONTACT:

1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.	a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20006
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:	b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	a. Office of the Comptroller of the Currency, Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	d. National Credit Union Administration, Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings, Department of Transportation 400 Seventh Street SW Washington, DC 20590
4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board, Department of Transportation 1925 K Street NW Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access, United States Small Business Administration 406 Third Street, SW, 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F St NE Washington, DC 2054
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357



## California Consumer Rights A Summary of Your Rights under California law

Under California law, you are entitled, upon presentation of proper identification(\*), to find out from an investigative consumer reporting agency (CRA) what is in your file, as follows:

1. In person, by visual inspection of your file during normal business hours and on reasonable notice. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. The CRA may require you to furnish a written statement granting permission to the CRA to discuss your file in such person's presence.
2. By obtaining a summary of it via telephone call, 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 you or charged directly to you; or
3. By requesting in writing, with proper identification, that a copy of it be sent to a specified addressee by certified mail. The CRA complying with such requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the investigative CRAs. The CRA may not charge you more than the actual copying costs for providing you with a copy of your file. The CRA will provide trained personnel to explain any information furnished to you. The CRA will provide a written explanation of any coded information contained in files maintained on you. If you choose to visually inspect the file under option 1 above this written explanation will be provided whenever the file is provided to you.

(\*)The term "proper identification" as used above shall mean that information generally deemed sufficient to identify a person. Such information includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if the consumer is unable to reasonably identify himself with the information described herein, may an investigative CRA require additional information concerning your employment and personal or family history in order to verify your identity.

### Notice of Investigative Consumer Report For: California Applicants / Employees Regarding Investigative Consumer Reports

A Consumer Report and/or an Investigative Consumer Report including information concerning your character, general reputation, personal characteristics, and mode of living may be obtained in connection with your application for and/or continued employment with the company.

**A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your employment with the Company.**

The source of the reports procured by the Company is:

HireSafe, a division of Data Research Network, Inc.  
9290 West Stockton Blvd, Suite 100  
Elk Grove, California 95758  
Toll free number: 888-792-4473  
Website address for the HireSafe Privacy Policy and Practices: <http://www.hiresafe.com/Privacy.aspx>

Please be advised that you also have the right to inspect the files that the consumer reporting agency may have on you during normal business hours and upon your furnishing proper identification.

The nature and scope of the investigative consumer report will be, but not limited to, criminal records, driving records, education and employment records, credit reports and Workers Compensation records. Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency, a summary of your rights under the *Fair Credit Reporting Act*, as well as additional information on your rights under the law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print your name

\_\_\_\_\_  
Date