

Request for Background Search

Date:

Company Requesting Check:

Person Requesting Check:

Services Requested: Mark all that apply

☐ **Nationwide Instant Criminal w/ Alias (includes ss trace)**

☐ **MVR**

☐ **CDLIS**

Applicant Information

Name:
First Middle Last

Current Address: City/State:

Zip:

Previous Address: City/State:

Zip:

Social Security Number:

Date of Birth:

Driver's License Number: State Issued:

Purpose for Check [Company must check one] ☐ Employment Purposes ☐ Legitimate Business Need/Consumer Initiated Transaction

By signing below, I warrant that I have been fully authorized by the Company named above to submit this background investigation request and make the certifications herein. In placing this order on behalf of Company, I hereby certify to First Choice that (1) the requested consumer report is being ordered solely for purpose listed above and for no other purpose; (2) the information obtained will not be used in violation of any federal or state equal opportunity law or regulation; (3) prior to ordering or causing the report to be ordered Company: (i) has made a clear and conspicuous disclosure in writing to the consumer/applicant, in a document that consists solely of the disclosure, that a consumer report may be obtained for employment purposes or legitimate business needs/consumer initiated transactions; and (ii) has obtained the consumer/applicant's written authorization to obtain the report. Company will provide First Choice a copy of any consent or authorization with five days of a request by First Choice. Company further certifies to First Choice that prior to taking any adverse action based in whole or in part on the report, the Company will provide the following to the consumer/applicant: (a) a copy of the consumer report; (b) a copy of the document named a "Summary of Your Rights Under the Fair Credit Reporting Act" previously provided to the Company

by First Choice, and (c) a Pre-Adverse Action notification (a letter that notifies Consumer that you may take adverse action based on the report, and are providing him/her a sufficient amount of time before taking adverse action to dispute any information contained in the Consumer Report prior to your final adverse action decision), form also previously provided by First Choice. The Company also certifies that, in the event an investigative consumer report is being ordered, the Company has made the additional disclosure that the consumer has the right upon written request to the Company to be informed whether an investigative consumer report was requested and given information as to the nature and scope of the investigation requested. The Company also certifies that, in the event a worker's compensation history report is being ordered, in compliance with the Americans with Disabilities Act, the Company has already made a contingent offer of employment, and is investigating worker's compensation history solely to determine that the consumer is not being hired for a position or assigned a job function that could aggravate a previous injury or to determine whether applicant has been honest in the workers' compensation proceedings.

I understand that submitting this request without the authorization of the Company and without complying with the aforementioned legal requirements is a violation of federal law that can result in irreparable damages to both the Company and to First Choice. I agree not to sell, disseminate, or otherwise distribute in whole or in part, any information provided by First Choice to any third party. I will order, receive and use information provided by First Choice solely as an End-User, and shall not request or use information obtained from for purposes not permitted by law and have instituted sufficient procedures to ensure compliance with same. The laws and regulations governing fair practices include, but are not limited to, the Fair Credit Reporting Act (FCRA), and it states' analogues and statutes; the Americans with Disabilities Act (ADA) and it states' analogues and statutes; and Drivers Privacy Protection Act (DPPA) and its states' analogues and statutes; Gramm-Leach Bliley Act; and Title VII of the Civil Rights Act of 1964.

I will use this information one-time, for only the purposes allowed by applicable law, and will not use it to create or maintain a database of consumer information for any purpose. I have in place reasonable procedures to protect the information provided, including informing all employees that consumer information can only be accessed for permissible purposes listed in the FCRA, restricting access to only those employees with a need to know, restricting terminal access, utilizing and protecting passwords, and securing access to, dissemination and destruction of electronic and hard copy reports. For a period of five years following receipt of any report from First Choice I will retain the applicant's signed disclosure and authorization, and any related information such as resume and employment application, and will make such documents and information available to First Choice upon request.

I understand First Choice is providing the reported information from ClearStar Logistics its vendors and agents. I understand First Choice & ClearStar Logistics are not held liable for any information that leads to the termination of the above applicant with negative information on the above applicant's background check results.

Signature of person requesting check