



BACKGROUND SOURCE INTL.

Customer Certification

Company Name _____

Address _____

City _____ State _____ Zip _____

Customer certifies to abide by the rules and regulations of the Fair Credit Reporting Act (FCRA) as amended by the Consumer Credit Reports Act of 1996 and the Intelligence Reauthorization Act. Customer has a need for background checks in connection with the evaluation of individuals for employment, promotion, reassignment, retention as an employee, or other permissible purpose.

Please check permissible purpose for which this data will be used:

Employment Screening _____ Tenant Screening _____ Business Need _____

1. Disclose to the applicant, in a separate document that consists solely of the disclosure, that a consumer report may be obtained for employment purposes. (*Consumer Reports Notification*)
2. Obtain written consent before ordering any type of report. (*Release Form*)
3. Advise the applicant *if* adverse action is being taken in whole or in part by the information contained in the reports and will give such advice before taking such action, including providing a copy of the report. (*Adverse Action Letter, applicable report, Summary of Rights*).
4. Information from the consumer reports will not be used in violation of any applicable Federal or State equal employment opportunity law or regulation.
5. Subscriber will maintain copies of all written authorizations for a minimum of three (3) years from the date of inquiry.

Print Your Name _____ Position _____

Signature _____ Date _____

For a full copy of the FCRA, visit www.ftc.gov

Sign and return this form to Background Source Intl. Fax: (208) 769-7282