**Disclosure To Subject (Consumer) of a Background Check (Consumer Report)**

**Disclosure**

In considering you for employment and/or Volunteering, if you are employed, in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, **Please insert the legal name of your company** may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency.

**Definition**

**Consumer Report** - a “consumer report” is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you.

Types of consumer reports include Credit Reports, Sex Offender Registry, Federal Criminal, Driving Records, Address/Alias/SSN verification, Statewide Repository Criminal, County Criminal, Government Watch Lists, Civil Records, Professional License Verification, Education Verification, or any other Federal, State, County or any other agency that maintain information considered a consumer report.

**Investigative Consumer Report** - an “investigative consumer report” is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, public information found on social media, associates, or with others who may have knowledge concerning any such items of information.

Types of investigative Consumer Reports include Personal Character Reference, Professional Character Reference, Previous Employment Verification or public information found on social media.

Before **Please insert the legal name of your company** can obtain a background check/consumer report this disclosure must be provided to you along with “A Summary of Your Rights Under The Fair Credit Reporting Act.” In addition, **Please insert the legal name of your company** must have your signed authorization.

**PLEASE INITIAL** \_\_\_\_\_\_\_I acknowledge I have read and received this Disclosure by **Please insert the legal name of your company** to obtain a background check (consumer report).

**PLEASE INITIAL** \_\_\_\_\_\_\_I acknowledge I have received a copy of **“A Summary of Rights Under The Fair Credit Reporting Act.”**Printed Name of Subject (Consumer)   
  
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Signature of Subject (Consumer) Date