Sample FCRA written notice and consent form

NOTICE

*The company may order a consumer report within the meaning of the Fair Credit Reporting Act (FCRA) about you during the application process and/or during the course of your employment with the company.*

AUTHORIZATION TO PROCURE CONSUMER

REPORTS AND/OR OTHER BACKGROUND INFORMATION

I understand that the company or a consumer reporting agency acting on its behalf may conduct an investigation to obtain information about my background including, but not limited to information about my personal character, previous employment, general reputation, educational background, credit history, driving record and/or criminal history. I authorize all persons; corporations; credit agencies; educational institutions; law enforcement agencies; city, state, county and federal courts; and military services to release any such information about my background. Moreover, I authorize any person or entity conducting the investigation or compiling and/or processing such information to furnish the company and/or any third party acting on the company’s behalf, with such information. I release anyone providing such background information and the company from any and all liability and damages whatsoever in connection with collecting, furnishing, obtaining or using such information. I further understand that the company will provide me with written notice if any adverse employment action is to be taken based in whole or in part on information contained in a consumer report within the meaning of the FCRA.

WITNESS APPLICANT’S SIGNATURE

APPLICANT’S PRINTED NAME

DATE