

# Fax Cover Sheet

To: CertifiedBackground.com	From:
Attention:	Re: Account Setup
Fax: (910) 772-1528	Pages: (Including Cover)
Email	Date:

Applicant instruction forms will be placed within the Client Library at the time of account set up.

Notes: \_\_\_\_\_

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Thank You!

## Client Acknowledgements

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Each link below contains important information that is required by the Fair Credit Reporting Act (FCRA). Please review the information provided within each link prior to signing below.

[Notice to Users of Consumer Reports: Obligations of Users under the FCRA](http://www.castlebranch.com/pdf/information_center/NoticeToUsersOfConsumerReports.pdf)

[http://www.castlebranch.com/pdf/information\\_center/NoticeToUsersOfConsumerReports.pdf](http://www.castlebranch.com/pdf/information_center/NoticeToUsersOfConsumerReports.pdf)

[Summary of Your Rights Under the FCRA](http://www.ftc.gov/bcp/edu/pubs/consumer/credit/cre35.pdf)

<http://www.ftc.gov/bcp/edu/pubs/consumer/credit/cre35.pdf>

[Remedying the Effects of Identity Theft](http://www.castlebranch.com/pdf/information_center/RemedyingTheEffectsofIdentityTheft.pdf)

[http://www.castlebranch.com/pdf/information\\_center/RemedyingTheEffectsofIdentityTheft.pdf](http://www.castlebranch.com/pdf/information_center/RemedyingTheEffectsofIdentityTheft.pdf)

[Disposal of Consumer Report Information and Records](http://www.castlebranch.com/pdf/information_center/16_CFR_Part_682_disposal.pdf)

[http://www.castlebranch.com/pdf/information\\_center/16\\_CFR\\_Part\\_682\\_disposal.pdf](http://www.castlebranch.com/pdf/information_center/16_CFR_Part_682_disposal.pdf)

By signing below, I acknowledge that I have been provided with the following FCRA required FTC prescribed documents:

- 1) Notice to Users of Consumer Reports: Obligations of Users under the FCRA
- 2) A Summary of Your Rights Under the Fair Credit Reporting Act
- 3) Remedying the Effects of Identity Theft
- 4) Disposal of Consumer Report Information and Records.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## CertifiedBackground.com Service Agreement

The undersigned agrees that all reports submitted and received will be subject to the following conditions. All reports will be kept strictly confidential, no information from reports will be revealed to any other person, except a person whose duty requires him to pass on the transaction in relation to which the report was ordered. However, the undersigned may disclose reports or information from reports in response to a judicial or administrative order or response to a freedom of information request or otherwise as required by law. No information will be requested for the use of any person reported on, or his representative, will be referred to Castle Branch, Inc. for disclosure as provided under the Fair Credit Reporting Act, the American with Disabilities Act or other applicable laws. The Undersigned will not use consumer information in violation of any state or federal law including, but not limited to Equal Employment Opportunity Law. The Undersigned acknowledges their responsibilities regarding the protection of consumer data. Per the Fair Credit Reporting Act (FCRA), these responsibilities include: 1) limiting dissemination of consumer information to only those with legitimate need, permissible purpose, and authorization from consumer; 2) obtaining, retaining, using and destroying consumer data in a confidential manner; and 3) destroying data in a secure manner. The undersigned understands that Castle Branch, Inc. requires and will electronically obtain, in specific circumstances, additional signed disclosure agreements from applicants. In addition to disclosures, the undersigned agrees to obtain consent from all applicants by way of disclosure and authorization for unless otherwise obtained by Castle Branch, Inc. The undersigned agrees to follow Fair Credit Reporting Act (FCRA) "Adverse Action" process when applicable including: (1) providing preliminary adverse action notice to applicant, along with a copy of their consumer report and a summary of rights per Fair Credit Reporting Act (FCRA), (2) allow applicants a designated period of time to dispute information provided in report, (3) provide applicant with Castle Branch, Inc. contact information, (4) provide final adverse action notice to consumer if a final adverse employment decision is made. The undersigned certifies that these reports will be ordered only when intended to be used for employment purposes, or in connection with a legitimate business or association's need in connection with transactions involving the consumer or public. The undersigned certifies that all Consumer Report Information requested by, delivered to, and used pursuant to this Agreement shall meet one of the specified Permissible Purposes listed in section § 604 Permissible purposes of consumer reports of the Fair Credit Reporting Act (FCRA). The undersigned acknowledges that Castle Branch, Inc. is not legal counsel and does not provide legal advice. Castle Branch, Inc. strongly encourages the undersigned to work with their legal counsel to ensure overall screening program compliance. The undersigned agrees to comply with any all applicable state and federal law concerning access to or use of motor vehicle records, credit reports, drug testing, criminal records or any other related reports governed by the individual states or by the Federal Government of the United States. In this regard, the undersigned will cooperate with Castle Branch, Inc. in monitoring the use of such reports to the extent permitted by the law. The undersigned agrees to hold Castle Branch, Inc., its officers, employees and any company Castle Branch, Inc. uses to obtain reports, harmless from and against any expense or damages resulting from the publishing of report information contrary to these conditions. The undersigned understands that all information provided by Castle Branch, Inc. is only current as of the date provided and is made available on an "as is" basis. The undersigned understands that Castle Branch, Inc. cannot be responsible for the record keeping practices of third parties such as, but not limited to; the department of motor vehicles, county, state and federal courts, state repositories, state and regional prisons, local police stations, federal bankruptcy courts, federal civil courts, state medical boards, drug testing facilities and other professional licensing organizations, and other local, state and federal organizations. The undersigned recognizes that information is secured by and through fallible human sources. The undersigned agrees to release Castle Branch, Inc., its officers and employees from liability for any errors and or omissions contained in reports prepared by third parties. The undersigned agrees that this letter constitutes all conditions of service and of reporting, present and future applies to all reports made by Castle Branch, Inc. and is binding in all 50 states. The undersigned agrees to pay all bills for services according to the rate schedule in effect at the time such services are rendered, within thirty days from the date of invoice and a one and one half percent (1 1/2%) per month late charge for payments made past that date. In the event of non-payment after 90 days, the undersigned agrees to pay the balance of all bills immediately. Furthermore, the undersigned agrees to pay all reasonable attorneys' fees, litigation costs, court costs and/or collection fees associated with the collection of delinquent accounts. No changes in these conditions may be made except by consent in writing of an officer of Castle Branch, Inc. \*\*

## Agreed By

Organization \_\_\_\_\_ Department \_\_\_\_\_

Decision Maker \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ Email Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Do you need access to view order information? ☐ Yes ☐ No

## Authorized User Information

Please list your user information here. Billing contact is responsible for billing. Daily contact is responsible for day to day communications.

Billing Contact \_\_\_\_\_ Daily Contact \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Title \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

**Please complete this sheet and fax with cover sheet to (910)772-1528 to set up your account**

All reports will be kept strictly confidential. The organization agrees to comply with any applicable state requirements.

[www.certifiedbackground.com](http://www.certifiedbackground.com)

Phone: (888) 666-7788

Fax: (910)772-1528

\*\*Oakland University is an agency of the State of Michigan exempt from state sales taxes and federal excise taxes and is afforded governmental immunity under the laws of the State of Michigan; and those laws, as they may be amended from time to time, will apply to Oakland University regardless of any other choice of law provisions.