



## BACKGROUND CHECK RELEASE FORM-Employment

**PER FCRA: 1) Signing this release authorizes a background check. 2) You may not be offered a position based on it. 3) Your employer will advise you if that's their intention. You can review the report and dispute errors prior to official turndown.**

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Gender: \_\_\_\_\_ Race: \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_ (only used to ensure accuracy of records)

Names:  
 Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Others: \_\_\_\_\_

Address history:

Present: \_\_\_\_\_ City, ST \_\_\_\_\_ County \_\_\_\_\_ Years \_\_\_\_\_

Prior: \_\_\_\_\_ City, ST \_\_\_\_\_ County \_\_\_\_\_ Years \_\_\_\_\_

Any counties resided in last 7 years: \_\_\_\_\_

Driver's license number: \_\_\_\_\_ State issued: \_\_\_\_\_

Conviction history: List all convictions including traffic: Please indicate "TR" for Traffic, "M" for misdemeanor, and "F" for felony:

Year of offense	Offense	Where occurred – City, State, County	Level – TR, M, F
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I hereby authorize the release to \_\_\_\_\_ Corporation and Background Bureau, Inc., (BBI) an independent pre-employment screening agency, of any information held by any parties regarding my prior employment, criminal, credit, driving, workers comp. and educational history as well as information regarding my general character and reputation for employment purposes. I release any providers of such information from any liability for providing same. I understand the information may be reviewed initially and periodically by BBI and reported to my prospective/actual employer. I agree that an investigative consumer report may be requested, which may contain information pertaining to my character, general reputation, personal characteristics, and mode of living obtained through personal interviews.

I authorize and request any federal, state, or local agency, college/university, former employer, and other persons to provide information or records concerning my military records, character, employment, credit history, motor vehicle history, drug test results, academic records, licenses and certifications, or any other information requested by BBI. I understand that BBI is a consumer reporting agency and that while reports are generally written in plain terms, BBI will provide a written explanation in response to any questions that I may have concerning my report. I understand that any consumer report or investigative consumer report will be used only for a permissible purpose under the Fair Credit Reporting Act (FCRA). Those purposes include evaluation for employment, promotion, reassignment or retention as an employee. Also, I understand that upon a conditional offer of employment, the report may contain medical inquiries and workers' compensation history, subject to rules under the Americans with Disabilities Act.

I acknowledge my right to request from BBI, subject to identification verification, the nature and scope of all information in its files concerning my background at the time of my request, including sources of information, and the recipients of any reports about me which BBI has furnished within the two year period preceding my request. BBI may be contacted at 2019 Alexandria Pike, Highland Heights, KY 41076 or at (800) 854-3990.

I agree falsification may make me ineligible for employment or subject to immediate dismissal, if hired. I further acknowledge that BBI is relying on third party information, is unable to guarantee the accuracy of the data reported to it, and I therefore release BBI, my prospective employer, and their respective owners, officers, agents and employees from any and all liability arising out of errors or omissions. If not hired, based on the report, I understand I have rights under FCRA laws including the right to review my report and correct errors.

Signed \_\_\_\_\_ Dated \_\_\_\_\_ CA, OK, MN, NY Residents: Check here to receive report. \_\_\_\_\_

**COVER SHEET (EMPLOYER USE ONLY) FAX RELEASE FORMS TO: 859-781-5888 EMAIL: [order@backgroundbureau.com](mailto:order@backgroundbureau.com)**

Client: \_\_\_\_\_ Attn: \_\_\_\_\_ Ph: \_\_\_\_\_ Return via: \_\_\_\_\_

County All Prior Counties Alias Search Multistate Identitrace Credit MVR Federal State KY Pre-Trial OH Comp GBI FDLE Level 1 Level 2 Level 3  
Employment: Verify Investigate Verify Education Verify License OFAC Civil E-Verify Sex Offender Multi-County Plus Workers Comp, specify state(s) \_\_\_\_\_

**SPECIFY OTHER RESEARCH WANTED:**

Property of Background Bureau Inc 2019 Alexandria Pike Highland Heights, KY 41076 Need help? 800-854-3990

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Use this form if education verification, employment verification/investigation or reference checks are required.

College: 1 - \_\_\_\_\_ City, ST \_\_\_\_\_ Attendance dates: \_\_\_\_\_ Degree: \_\_\_\_\_  
College: 2 - \_\_\_\_\_ City, ST \_\_\_\_\_ Attendance dates: \_\_\_\_\_ Degree: \_\_\_\_\_  
High school - \_\_\_\_\_ City, ST \_\_\_\_\_ Attendance dates: \_\_\_\_\_ Year Graduate: \_\_\_\_\_  
GED State issued: - \_\_\_\_\_ Test Location: \_\_\_\_\_ Year received \_\_\_\_\_

**NOTE: INABILITY TO IDENTIFY YOUR CURRENT OR PRIOR EMPLOYMENT CAN CANCEL OR DELAY PROCESS. BE VERY THOROUGH IN THIS PART.**

1. Employer Name: \_\_\_\_\_ Phone number: \_\_\_\_\_ Address, City, State \_\_\_\_\_  
Position: \_\_\_\_\_ Dates worked: From \_\_\_\_\_ to \_\_\_\_\_ Reason left? \_\_\_\_\_  
Supervisor's name \_\_\_\_\_ Co-workers name: \_\_\_\_\_

2. Employer Name: \_\_\_\_\_ Phone number: \_\_\_\_\_ Address, City, State \_\_\_\_\_  
Position: \_\_\_\_\_ Dates worked: From \_\_\_\_\_ to \_\_\_\_\_ Reason left? \_\_\_\_\_  
Supervisor's name \_\_\_\_\_ Co-workers name: \_\_\_\_\_

3. Employer Name: \_\_\_\_\_ Phone number: \_\_\_\_\_ Address, City, State \_\_\_\_\_  
Position: \_\_\_\_\_ Dates worked: From \_\_\_\_\_ to \_\_\_\_\_ Reason left? \_\_\_\_\_  
Supervisor's name \_\_\_\_\_ Co-workers name: \_\_\_\_\_

Check here \_\_\_\_\_, if we are not free to contact your present employer at this time.

References:

1. Name:  
Phone #:  
Email address:

2. Name:  
Phone #:  
Email address:

3. Name:  
Phone #:  
Email address: