

**[IMPORTANT: The information and materials contained herein should not be considered or relied upon as legal advice on specific factual situations. Users are urged to consult legal counsel concerning particular situations and specific legal questions.]**

**NOTICE AND AUTHORIZATION FOR CONSUMER REPORT AND/OR INVESTIGATIVE CONSUMER REPORT**

I, <employee name>, understand that, in connection with my application for employment with <firm name> and, if I am subsequently hired by <firm name>, prior to or at any time after my employment commences, <firm name> may request a consumer report and/or an investigative consumer report from a consumer reporting agency concerning my social security number, motor vehicle operation history, criminal history, and other information to the extent permitted by law from various local, state and federal agencies, private and insurance sources, and other available public records. I understand that a consumer report and/or an investigative consumer report may also include information as to my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, mode of living, work habits, performance and experience, along with reasons for termination of past employment from previous employers. I understand that a consumer report and/or investigative consumer report requested may be obtained for employment purposes, as defined under the Fair Credit Reporting Act, or as defined under comparable state law. Specifically, this information may be requested for purposes of employment, promotion, reassignment, or retention as an employee. I voluntarily and knowingly authorize the release of all information requested by the agency for the purpose of preparing a consumer report and/or investigative consumer report.

I understand that I have the right to request a complete and accurate disclosure of the nature and scope of the investigation requested. In addition, I have the right to request that the consumer reporting agency provide a summary of my rights as a consumer (prepared by the Federal Trade Commission) and/or information in my investigative file, during normal business hours and upon reasonable notice to the consumer reporting agency. By placing a check in the following \_\_\_\_, I am requesting that I be furnished with a copy of any such consumer report and/or investigative consumer report.

My signature below authorizes the procurement of consumer reports and/or investigative reports by <firm name> prior to, during, or any time after my employment at <firm name> commences.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature