



DISCLOSURE AND AUTHORIZATION

In connection with my application for employment (including contract for services or volunteer services) or tenancy with _____ . These consumer reports (investigative consumer reports in California) may include the following types of information: names and dates of previous employers, salary, work experience, education, accidents, licensure, credit report (except California), etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, workers' compensation claims, judgments, bankruptcy proceedings, criminal records, etc., from federal, state and other agencies which maintain such records.

In addition, investigative consumer reports as defined by the federal Fair Credit Reporting Act, gathered from personal interviews with former employers and other past or current associates of mine to gather information regarding my work performance, character, general reputation and personal characteristics may be obtained.

I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY THE CONSUMER REPORTING AGENCY TO FURNISH THE ABOVE-MENTIONED INFORMATION.

I have the right to make a request to the consumer reporting agency: Database Systems International, Inc. (DSI) located at 3525 Hwy. 138 SW Stockbridge, Georgia 30281, toll free telephone number of 866.773.3675, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including the sources of information and DSI, on our behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by the investigative consumer report (s); and the recipients of any reports on me which DSI has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I hereby consent to your obtaining the above information from DSI. You may view their privacy policy at their website: (www.hrtruCheck.com).

I hereby authorize procurement of consumer report (s) and investigative consumer report (s). If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for you to procure consumer reports at any time during my employment (or contract) period.

California, Minnesota and Oklahoma Applicants only: Check box if you request a copy of any consumer report ordered on you.

Notice to California Applicants:

You have the right under Section 1786.22 of the California Civil Code to contact DSI during reasonable hours (9:00 a.m. to 5:00 p.m. (ETZ) Monday through Friday) to obtain all information in your file for your review. You may obtain such information as follows: 1) In person at DSI's offices, which address is listed above. You can have someone accompany you to DSI's offices. DSI may require this third party to present reasonable identification.

You may be required at the time of such visit to sign an authorization for DSI to disclose to or discuss your information with this third party; 2) By certified mail, if you have previously provided identification in a written request that your file be sent to you or to a third party identified by you; 3) By telephone, if you have previously provided proper identification in writing to DSI; and 4) DSI has trained personnel to explain any information in your file to you and if the file contains any information that is coded, such will be explained to you.

Notice to New York Applicants:

For consumers applying for work in New York: I acknowledge receiving a copy of Article 23 -A of the New York Correction Law _____ (Initials)

I acknowledge that I have been provided a copy of consumer's rights under the Fair Credit Reporting Act.

Applicant's Printed Name Social Security Number Maiden Name

Male / Female

Date Of Birth Race Gender

Alias Names: _____

Drivers License #: _____ State _____ Name On License _____

Mailing Address: _____

City _____ State _____ Zip _____

List Previous States and Counties of Residence the Last 7 Years: _____

Applicant's Signature (Required) Current Date (Required)

Requested By: _____ Email Address: _____

Company Name : _____ Phone / Fax Number: _____ / _____

Please Select Service(s) Need For This Applicant:

County Criminal Search Statewide Criminal Search

States/Countries To Search: _____

- Ga State Repository search (GCIC) Federal Criminal Records Sex Offender Registry
Social Security/Address History Nationwide Criminal Search GSA -General Service Administration
Credit Check MVR - Drivers Records History State Exclusion List
OFAC OIG - Office of Inspector General Drug Screen 5 / 10 Panel (Circle Type)
Professional License Verification (Provide License # and State) Education Verification (Provide Info)
Previous Employment Verification Personal/Prof. Ref. (Provide Info)

Additional Information

- Staff
- Faculty
- Temporary
- Student Assistant
- Graduate Assistant
- Work-Study Student

Case Number _____

Price _____

Supervisor _____

Supervisor Email _____

Department _____