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Fair Credit Report Act Disclosure

The Fair Credit Reporting Act (Amended 2013) has stipulated that we inform you that a background investigation may be processed as part of our screening and selection process. This investigation may include inquiries to gather legal information regarding your personal characteristics, mode of living, character and general reputation. This may include but is not limited to:

- Criminal Background Data Check,
- Social Security Verification,
- Driving history record (MVR),
- Prior employment references,
- Professional licensing sanctions and revocations as appropriate; and
- Drug screening results
- CAPS Screen

This information, if gathered, is used to verify that specific information that you provided on an application, resume or during the interview process is valid. Upon your written request, within a reasonable timeframe, the nature and scope of the report, if one is made, will be provided. In addition, if a report is processed, you have a right to request a copy of the report from the consumer reporting agency that provided same report.

The items of personal information requested below are needed to process your Pre-Employment Background Investigation. This Background check is requested by _____ solely for that purpose and will not be used in a discriminatory manner by the parties noted in making appropriate business decisions. **Please print clearly and legibly to ensure correct information.**

I have read and understand the information above. Yes _____ No _____

Print Full Name and Date

Sign Full Name and Date



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Pre-Employment Background Investigation Authorization Form

I _____ authorize Integra Confidential LLC and its agents to investigate my background as it pertains to employment, appointment or volunteering considerations. This authorization is valid for current and re-examination of any of the above investigations for a period of five years unless revocation of permission is expressly requested in writing to company management. A photo static copy of this document can be substituted for the original.

Signature of Applicant _____ Date: _____/_____/_____

Printed Full Name of Applicant _____

Phone Number: _____

Applicant Date of Birth _____ - _____ - _____ (Month, Day, Year)

Driver's License # _____ State of Issue _____

Social Security Number: _____ - _____ - _____

Please list all of your addresses for the past 3 years, starting with most recent: (Must include present address)

At a minimum please include *Street *Zip *From/To Dates *Address *City *State *County

Have you ever been convicted of a crime (Other than minor traffic offenses)? Yes__ No__
If Yes, Please Explain Charges: (Use an additional sheet of paper if necessary)

In What State, County and Year did these convictions occur? _____

Other names you have used, including maiden names and the date(s) your name(s) changed



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(MN/CA residents only): Do you wish to receive a copy of your report? Yes_____ No_____

For Administrative Use: Check the requested searches and fill in the appropriate information

Single State Criminal Search _____

Which Single State _____

National Criminal Search (excluding Co) _____

National and Colorado Criminal Search _____

OIG/GSA Sanctions List _____

Previous Employer References _____

List any other Investigations Requested _____

End-User Information: _____ (employer email address)

Please submit this form by email to prex@integraconfidential.com

Or you may fax it to: 1-877-636-9409