# BACKGROUND CHECK NOTICE TO APPLICANT AND AUTHORIZATION FOR CONSUMER REPORT

Red text denotes a field that needs to be changed by the user.

CAUTION: Be certain to remove the Legal Disclaimer at the bottom of this document. Failure to do so may constitute a violation of the Federal Fair Credit Reporting Act. Please contact an HR professional for further information. This red text should also be removed.

The purpose of this notice is to inform you that we will be conducting a pre-employment background investigation in conjunction with your application for employment with our company. This background investigation may involve verifying or reviewing any of the following relevant information:

* Social Security Number
* DMV Record
* Criminal Convictions
* Prior Employment History
* Educational History

As part of this investigation, the Company will obtain a consumer report from a Consumer Reporting Agency, [insert name of Agency], for employment purposes. The Company may use information in the consumer report for decisions related to your employment. A copy of the report will be provided to you, free of charge, if you wish.

By your signature below, you authorize the Company to obtain this consumer report. If you wish to receive a copy of the report, please include your address below. This notice and authorization is in accordance with the Fair Credit Reporting Act.

### I authorize the Company to obtain a consumer report for employment purposes.

### Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**I wish to receive a copy of my consumer report. My address is:**

|  |  |  |  |
| --- | --- | --- | --- |
| Print Name (Last, First, & Middle) | | | |
|  | | | |
| Street Address | City | State | Zip Code |
|  |  |  |  |

**The following is intended to inform and otherwise notify the Credit Reporting Agency:**

**Legal Disclaimer:** This document is intended for informational purposes only and does not constitute legal information or advice. This information and all HR Support Center materials are provided in consultation with federal and state statutes and do not encompass other regulations that may exist, such as local ordinances. Transmission of documents or information through the HR Support Center does not create an attorney-client relationship. If you are seeking legal advice, you are encouraged to consult an attorney. When you need essential information on human resources issues, from benefits, hiring, and management, to culture, technology, and regulations, HR Support Center is a resource on which you can rely. To learn more, visit www.corpay.com/hrsupport or contact us at 770-446-7289 x2102.

This notice is intended to certify compliance, to the best of our ability, with the requirements as outlined in the Fair Credit Reporting Act. The applicant or employee’s signature demonstrates their express authorization and understanding of this background check and the information it will yield.

I, the Employer, certify the following:

* The applicant, or employee, has been notified, and their permission was granted to get a consumer report;
* I have complied with all of the FCRA requirements; and
* There will be no discrimination against the applicant or other misuse of the information, as provided by any applicable federal or state equal opportunity laws or regulations.

**Date**: \_\_\_\_\_\_\_\_ **Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name (print)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_