

**Sample Form Only. Important: Please review wording with legal counsel before using this document!**

**INSERT COMPANY LOGO**

**FCRA DISCLOSURE & AUTHORIZATION  
FOR BACKGROUND INVESTIGATION  
BY XXXX COMPANY, INC.**

I hereby authorize XXXX, Inc and/or any entity directed by XXXX, Inc to obtain a consumer report. A "consumer report" includes any information as to my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living and reasons for termination of past employment. I understand this consumer report may include inquiries regarding my work history; personal financial status and credit history; court records, including criminal conviction records, as permitted by law, driving history; and references obtained from professional and personal associates. I further understand and agree that a consumer report may be obtained at any time, and any number of times, as XXXX, Inc, in its sole discretion, determines is necessary.

I acknowledge that a telephonic facsimile (Fax) or photographic copy shall be valid as the original. This release is valid for federal, state and county agencies including the Minnesota Department of Labor. Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested. Disclosure will be made within 5 days of the time the report was completed.

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby authorize, without reservation, all employers, agents, educational institutions, consumer reporting agencies and other persons or entities having information about me to provide such information to XXXX, Inc or other entity that obtains information for XXXX, Inc.

I further fully release XXXX, Inc, its employees, officers, directors, agents, successors and assigns, and all other parties involved in this background investigation, including but not limited to investigators credit agencies and those companies or individuals who provide information to XXXX, Inc concerning me, from any claims or actions for any liability whatsoever related to the process or results of the background investigation.

Signature (Initial this page)	
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- I request a copy of a written consumer report when it is obtained by **XXXX, Inc** from an investigative agency for routine background check purposes, and understand that it may be provided to me directly by **XXXX, Inc** or an agency to whom **XXXX, Inc** has contracted to provide such a report.  
[Note that if you do not check this box, you will not receive a copy of a background report provided to **XXXX, Inc**]

**The reports will be processed by:** Infortal Worldwide  
3080 Olcott Street, Suite B240  
Santa Clara, CA 95054  
(800) 736-4999

**Personally Identifying Information**

Full Name:	
Other Names Used:	
Social Security Number:	
Driver's License Number:	
State Of Issue:	
Current Street Address:	
Prior Address:	
Degree Earned:	
Year Of Graduation:	
Name of University:	
City, State/Province:	

Current Employer Name:  Current Employer Address:  Dates Of Hire: From: To:  Title:	
Prior Employer Name:  Prior Employer Address:  Dates Of Hire: From: To:  Title:	
Prior Employer Name:  Prior Employer Address:  Dates Of Hire: From: To:  Title:	
Prior Employer Name:  Prior Employer Address:  Dates Of Hire: From: To:  Title:	
Signature:	
Date:	