

AUTHORIZATION TO CONDUCT BACKGROUND CHECK

& Consent to Procure Consumer Report

Notice of Intent to Procure Consumer Report (Background Check)

Pursuant to the Fair Credit Reporting Act, 15 U.S.C. Section 1681 *et seq.*, this notice is to inform you that as part of our evaluation procedure for employment, promotion or retention, we may obtain and review consumer report(s) and/or investigative consumer report(s) for employment purposes concerning you (Background Check).

These report(s) will be obtained through the following Consumer Reporting Agency: **Information Resources, 1731 Border Ave. Torrance CA 90501**; Phone: (800) 548-0822.

Louisiana driving history records (DMV/MVR) will be obtained through ADR (American Driving Records).

You have the right to make a written request, within a reasonable period of time after receiving this notice, for additional disclosures as to the nature and scope of any consumer report(s) we obtain. You are also entitled to receive a copy of the Federal Trade Commission's publication, "A Summary of Your Rights Under the Fair Credit Reporting Act". You may have additional rights under state law. You may contact **Information Resources** 800-548-0822 for information on obtaining a copy of your report.

Authorization to Conduct Background Check:

By signing below, I authorize Information Resources, to conduct an employment-related background check on me and to provide the results to the employer. I understand this report may contain information as to my character, general reputation, personal characteristics, or mode of living, such as my work habits, work performance and experience, reasons for discipline or termination from any current or prior employment, history of earnings, credit worthiness, credit standing or credit capacity, criminal convictions, driving history, and other related matters that may concern my eligibility for the position or promotion I am seeking.

Information Resources will not provide any information where such disclosure is restricted by federal or state law.

By signing below, I authorize any present or past employer, supervisor or agent of the employer; high school, college, university or other institution of learning; local, state or federal court; department of motor vehicles, military branch or the national personnel records center; state sex offender registry, state licensing board, state workers' compensation agency, credit bureau, personal or professional reference; to release records or information to Information Resources concerning my name, criminal history, motor vehicle history, social security number, earnings history, credit file, address history, educational history, character, reputation, and employment (including documented reasons for termination or discipline) and release such from any and all liability for any damage that may result from the furnishing of this information. This authorization shall be valid in original, faxed or photocopied form.

List all other names used: _____

List all cities, states and the dates where you have lived for the past 7 years:

City	States	Dates From	To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever been convicted of a crime other than traffic violations, or are you presently out on bail for an open pending felony case? Yes _____ No _____ If yes, please explain:

Name: _____ Date of Birth _____

Signature: _____ Date: _____