

## BACKGROUND CHECK DISCLOSURE

Pursuant to the federal Fair Credit Reporting Act (“FCRA”) and its applicable state counterparts, \_\_\_\_\_ (the “Company”) may obtain consumer reports or investigative consumer reports on you for employment purposes in connection with your employment, potential employment, contract for services, volunteer position or other employment-related purpose. The Company may procure consumer reports on you both in connection with your application, and, if applicable, at any time during the course of your employment, contract for services or volunteer position with the Company. Consumer reports are written, oral or other communications that bear on your creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living that are used (or expected to be used) as a factor in establishing eligibility for employment purposes. “Investigative consumer reports”\* are consumer reports (or portions of consumer reports) in which information is obtained through personal interviews with your neighbors, friends, associates or acquaintances, and are commonly obtained in connection with education or employment reference checks. \*In California, an “investigative consumer report” means any consumer report that is not a credit report.

Consumer reports may include items such as employment verifications, education verifications, credit history, driving records, criminal history, motor vehicle records, licensures, certifications, social security number verification, drug testing results or other information obtained through background check services. The information may be obtained from private and public record sources, including personal interviews with your neighbors, friends, associates or acquaintances.

You may find a “A Summary of Your Rights under the Fair Credit Reporting Act” at: <http://www.consumer.ftc.gov/articles/pdf-0096-fair-credit-reporting-act.pdf>

The name of the consumer reporting agency from whom the Company may procure consumer reports or investigative consumer reports is DataQuest, LLC (“DataQuest”), P.O. Box 1308, Snohomish, WA 98291, 1-888-443-0135. Please direct all inquiries to DataQuest.

You have the right to dispute incomplete or inaccurate information in your consumer report. You have the right, for a reasonable time after receipt of this notice, to make a written request to DataQuest for a complete and accurate disclosure of the nature and scope of the investigation requested by the Company, as well as to receive a written summary of your rights and remedies under the law.

You may find information about DataQuest’s privacy practices, including whether your personal information will be sent to third parties outside the United States or its territories, as well as information concerning contact information for DataQuest’s representatives who can assist you with additional information regarding DataQuest’s privacy practices in the event of a compromise of your information, on DataQuest’s website, [www.dataquestllc.com](http://www.dataquestllc.com).

Please sign below to acknowledge your receipt of this Background Check Disclosure.

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

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

**Printed Name:** \_\_\_\_\_

P.O. Box 1308, Snohomish, WA 98291  
 Phone: (888) 443-0135 // Fax: (888) 226-6952  
 Web: [www.dataquestllc.com](http://www.dataquestllc.com)

Company: \_\_\_\_\_

|   |       |                          |                |
|---|-------|--------------------------|----------------|
| Applicant Name: _____   |       |                          |                |
| Last  | First | Middle                   |                |
| List additional AKA/Alias names used in the LAST 7 YEARS: _____   |       |                          |                |
| Date of Birth*: _____   |       | Social Security #: _____ |                |
| <i>(*Used for identification purposes only)</i>                   |       |                          |                |
| Driver's License#: _____  |       | State Issued: _____      | Expires: _____ |
| <b>*** Please list addresses used during the LAST 7 YEARS ***</b> |       |                          |                |
| Current Address: _____  |       |                          |                |
| (Complete Address Required)                                       | City  | State                    | Zip Code       |
| Previous Address: _____   |       |                          |                |
| Street Address  | City  | State                    | Zip Code       |
| Previous Address: _____   |       |                          |                |
| Street Address  | City  | State                    | Zip Code       |
| Previous Address: _____   |       |                          |                |
| Street Address  | City  | State                    | Zip Code       |

By signing below, I acknowledge receipt of the Background Check Disclosure (“Disclosure”) that accompanies this Background Check Authorization (“Authorization”). I authorize the company named above (the “Company”) to obtain consumer reports and/or investigative consumer reports on me for employment purposes as set forth in the Disclosure. I also authorize DataQuest, LLC (“DataQuest”) to procure all reports, records, verifications or other information necessary to complete the background check and to furnish the information to the Company. I certify that all information I supply on this Authorization and on any supplemental page(s) is true and correct. I understand that providing fraudulent or misleading information on this Authorization may be grounds for denial of employment, contract for services or volunteer position by the Company or for discharge by the Company. This Authorization shall be valid upon the Company’s receipt of my signed Authorization, and, if applicable, at any time during the course of my employment, contract for services or volunteer position with the Company. I authorize the Company, if the Company places workers with other employers, to share any consumer reports or investigative consumer reports with any employer where the Company may attempt to place me to work. I agree that a facsimile or copy of this Authorization form, or electronic signature obtained specifically through DataQuest’s authorized electronic signature program, shall be valid as an original.

I understand drug/substance abuse testing may be a requirement for the position for which I am applying or for my current position. If required by the Company, I hereby authorize any laboratory, health care clinic, hospital or qualified medical professional coordinated by DataQuest to conduct such testing and to release the results to DataQuest and/or the party with which DataQuest may contract to arrange for such testing. I also authorize DataQuest to provide those results to the Company. I understand that the results of my drug/substance abuse test may be provided to and reviewed by a medical review officer (MRO) before being released to DataQuest and the Company, and that the MRO may discuss the results of the test with me and ask about medical information specifically related to the test. I understand that when this review is complete, only the drug/substance test results will be provided by the MRO to DataQuest and the Company, and that no other medical information about me will be disclosed.

California Applicants or Employees Only: By signing below, I acknowledge receipt of “Notice to California Applicants.” Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have the right to receive such a copy under California Law.

New York Applicants or Employees Only: By signing below, I acknowledge receipt of a copy of Article 23-A of New York Correction Law. You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting DataQuest directly at P.O. Box 1308, Snohomish, WA 98291, 1-888-443-0135.

Maine Applicants or Employees Only: You have the right to request and promptly receive a copy of any investigative consumer report obtained by the Company. If you wish to receive a copy of any such investigative consumer report, please contact DataQuest directly at P.O. Box 1308, Snohomish, WA 98291, 1-888-443-0135.

Minnesota and Oklahoma Applicants or Employees Only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

You may have additional rights under your applicable state law, and you may wish to contact your state or local consumer protection agency or a state attorney general (or the equivalent) to learn about those rights.

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