

## Authorization for Release of Information

- TO:
- Any Law Enforcement Agency, or any Department or Agency of a City, County, State, or Federal Government to Conduct a Criminal Investigation, and obtain other public records.
  - Any Motor Vehicle Record
  - Any Past or Present Employer
  - Any Registrar, Dean, Principal, Other Authorized person at a School, University, College, High School, Trade School
  - Any Bank, Financial Institution, Credit Agency or Consumer reporting organization
  - Any Landlord, Real Estate or Rental Agency, Mortgage Institution, Public Utility, or Neighbor
  - Any Person having knowledge of my conduct or activities

I, \_\_\_\_\_  
First Name Middle Name Last Name

hereby authorize and empower **Bookbyte** and Corporate Security Services, Inc., or authorized representatives and/or your agents bearing this release or copy thereof, to conduct appropriate inquiries, including but not limited to personal interview and records checks, from all personnel, educational institutions, government agencies, companies, corporations, credit reporting agencies, law enforcement agencies at the federal, state or county level, including worker's compensation agencies and other individuals relating to my past activities and to supply any and all information concerning my background for determination of my eligibility to be assigned to a position of trust and responsibility.

I authorize all persons who may have information or documents relative to these inquiries to disclose and/or provide copies of it to **Bookbyte** and Corporate Security Services, Inc., and/or its agents, and I hereby release all persons from liability resulting in providing such information/disclosures.

By my signature below, I hereby release any individual or institution, including it's officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at the time result to me, because of compliance with this authorization and request to release information or any attempt to comply with it.





Please provide the following reference information. [These references should be in addition to](#) the “PERSONAL REFERENCES” or “EMPLOYMENT REFERENCES” that you provided on your employment application form.

**ADDITION PROFESSIONAL AND EMPLOYMENT REFERENCES:** The below listed references can be contacted to obtain information about my professional and employment experience:

1. Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_
2. Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_
3. Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_
4. Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_
5. Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_
6. Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

# EMPLOYMENT BACKGROUND INVESTIGATION CHECKLIST

***Please designate requested services with a check mark***

- \_\_\_\_\_ A SIGNED AUTHORIZATION FOR BACKGROUND IS INCLUDED
- \_\_\_\_\_ A COPY OF EMPLOYMENT APPLICATION IS INCLUDED
- \_\_\_\_\_ ADDRESS VERIFICATION is REQUESTED
- \_\_\_\_\_ COUNTY CRIMINAL HISTORY SEARCH IS REQUESTED
- \_\_\_\_\_ OREGON STATEWIDE CRIMINAL HISTORY IS REQUESTED
- \_\_\_\_\_ WASHINGTON STATEWIDE CRIMINAL HISTORY IS REQUESTED
- \_\_\_\_\_ CRIMINAL STATEWIDE - OTHER STATE \_\_\_\_\_ STATE REQUESTED
- \_\_\_\_\_ NATIONAL SOCIAL SECURITY NUMBER VALIDATION
- \_\_\_\_\_ FEDERAL DISTRICT CRIMINAL HISTORY IREQUESTED \_\_\_\_\_  
CITY AND STATE REQUESTED
- \_\_\_\_\_ CREDIT REPORT IS REQUESTED
- \_\_\_\_\_ CIVIL HISTORY (BY COUNTY) \_\_\_\_\_
- \_\_\_\_\_ DRIVING HISTORY IN CURRENT LICENSED STATE \_\_\_\_\_  
STATE REQUESTED
- \_\_\_\_\_ EDUCATION/ACADEMIC VERIFICATION
- \_\_\_\_\_ PROFESSIONAL LICENSE VERIFICATION
- \_\_\_\_\_ EMPLOYMENT REFERENCE VERIFICATION is REQUESTED

## **SPECIAL INSTRUCTIONS / COMMENTS**

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## **Applicant Acknowledgment**

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

By my signature, I acknowledge that I have received a copy of the “Summary of Your Rights Under the Fair Credit Reporting Act”.

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Signature

Date

*For Employer's File*

# A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

**You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.

**You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.

**You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.

**Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.

## *For Applicant*

# A Summary of Your Rights

## Under the Fair Credit Reporting Act

**You can dispute inaccurate items with the source of the information.** If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you have notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.

**Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.

**Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.

**Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.

**You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.

**You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

***For Applicant***

**The FCRA gives several different federal agencies authority to enforce the FCRA:**

**FOR QUESTIONS OR CONCERNS REGARDING  
PLEASE CONTACT**

CRAs, creditors and others not listed below  
Federal Trade Commission  
Consumer Response Center- FCRA  
Washington, DC 20580 \* 202-326-3761

National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)  
Office of the Comptroller of the Currency  
Compliance Management, Mail Stop 6-6  
Washington, DC 20219 \* 800-613-6743

Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)  
Federal Reserve Board  
Division of Consumer & Community Affairs  
Washington, DC 20551 \* 202-452-3693

Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)  
Office of Thrift Supervision  
Consumer Programs  
Washington D.C. 20552\* 800- 842-6929

Federal credit unions (words "Federal Credit Union" appear in institution's name)  
National Credit Union Administration  
1775 Duke Street  
Alexandria, VA 22314 \* 703-518-6360

State-chartered banks that are not members of the Federal Reserve System  
Federal Deposit Insurance Corporation  
Division of Compliance & Consumer Affairs  
Washington, DC 20429 \* 800-934-FDIC

Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission  
Department of Transportation  
Office of Financial Management  
Washington, DC 20590 \* 202-366-1306

Activities subject to the Packers and Stockyards Act, 1921  
Department of Agriculture  
Office of Deputy Administrator-GIPSA  
Washington, DC 20250 \* 202-720-7051

***For Applicant***