



## **Background Check Process Disclosure, Notices, Consent and Sample Documents**

Sample Email:

Dear \_\_\_\_\_

Welcome!

#{Company} has requested for background verification on you through CRA.

During this process, you will receive certain notices and be asked to consent to a background check. For your convenience, we have made the materials available for review and completion online. It takes most individuals less than 15 minutes to complete the background check consent process.

Please have your identity, employment, education and other information available before beginning the consent process. Please click on link below to get started.

#{link}

We'll contact you in case we need additional information or documentation to process your background verification. If you have any questions, please call us at \_\_\_\_\_ or send an email to \_\_\_\_\_. Thanks.

Team,  
CRA

### **SAMPLE DISCLOSURE REGARDING BACKGROUND INVESTIGATION ON YOU**

#{companyname} (“the Company”) may obtain “consumer reports” about you from a consumer reporting agency for employment purposes. A “consumer report” is a background screening report that may contain information regarding your criminal history, sex offender registry status, employment history, education history, driving history, professional licenses, drug test results, and other information about you. It may bear upon your character, general reputation, personal characteristics, and/or mode of living.



## **ADDITIONAL NOTICE REGARDING INVESTIGATIVE CONSUMER REPORTS ON YOU**

`\${accountName}` (“the Company”) may also request an “investigative consumer report” on you from a consumer reporting agency.

An “Investigative Consumer Report” is a background screening report generated through personal interviews with sources such as your references, neighbors, friends or associates.

The consumer reporting agency that may prepare an “investigative consumer report” on you for the Company is CRA, Inc., located at \_\_\_\_\_, California. The information contained in an “investigative consumer report” may bear upon your character, general reputation, personal characteristics, and/or mode of living.

Please be advised that the nature and scope of the “investigative consumer report” that may be ordered by the Company is an investigation into your employment history. During such an investigation, CRA, Inc. may ask questions about your employment history to certain knowledgeable individuals and provide response information to the Company.

**Note: You have the right to request disclosure of further information regarding the nature and scope of any “investigative consumer report” ordered by the Company on you. You may do so by contacting the Company.**

### **California State Notice**

#### **NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW (For California Applicants and Employees Only)**

`\${accountName}` (“the Company”) intends to obtain information about you from an investigative consumer reporting agency for employment purposes. Thus, you can expect to be the subject of “investigative consumer reports” obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics, and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency (“ICRA”), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to: your criminal history, sex offender registry status, driving history, education history, employment history, drug test results, and professional licenses. The Company may also obtain comments from individuals who are knowledgeable about you. These reports may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be CRA, Inc., \_\_\_\_\_, California. Information regarding CRA, Inc.’s privacy practices (including information about whether any consumer personal information will be sent outside the U.S. or its territories) may be found at <https://kredifi.com/privacy-policy/>



Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and upon reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the ICRA's file on you which is required to be provided by the California Civil Code and will be provided to you via telephone, if you have made a written request with proper identification for telephone disclosure and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. ICRA's complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA's.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

**You can request a copy of an investigative consumer report (as defined by relevant state law) at no charge if one is obtained by the Company. It will also be available on your account in the candidate portal.**



## **Additional State & City Notices**

### **For New York State Applicants / Employees**

You have the right, upon written request, to be informed of whether or not an investigative consumer report (as defined by state law) was requested from a consumer reporting agency. If a report was requested, you will be provided with the name and address of the consumer reporting agency to whom the request was made. You may also inspect and receive a copy of the report by contacting CRA, Inc., \_\_\_\_\_ California.

### **New York Correction Law Article 23-A**

Please click [here](#) to read the New York Correction Law.

### **For Minnesota State Applicants / Employees**

You have the right, upon written request, to receive a complete and accurate disclosure of the nature and scope of the consumer report ordered by \${companyName}. A consumer reporting agency must make this disclosure within five (5) days of receipt of your request or \${companyName}'s request for the report, whichever is later.

### **For Oklahoma State Applicants / Employees**

You can request a copy of an investigative consumer report (as defined by relevant state law) at no charge if one is obtained by the Company. It will be available on your account in the candidate portal.

### **For Washington State Applicants / Employees**

If \${companyname} ("the Company") requests an investigative consumer report (as defined by state law) from a consumer reporting agency, you have the right to receive a complete and accurate disclosure of the nature and scope of the investigation requested by the Company. You also have the right to request a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

### **For Massachusetts State Applications / Employees**

If \${companyName} requests an investigative consumer report (as defined by state law) from a consumer reporting agency, you have the right to have a copy of the report upon request.

### **For New Jersey State Applicants / Employees**

If \${companyname} requests an investigative consumer report (as defined by state law) from a consumer reporting agency, you have the right to have a copy of the report upon request.



**For San Francisco City Applicants / Employees**

SF Fair Chance Ordinance

Please click [here](#) to read the SF Fair Chance Ordinance.

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

Click [here](#) to get a copy of this document.

### **AUTHORIZATION REGARDING BACKGROUND INVESTIGATION**

I acknowledge receipt of the following separate documents (and certify that I have read and understood them):

- DISCLOSURE REGARDING BACKGROUND INVESTIGATION ON YOU;
- A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT;
- ADDITIONAL NOTICE REGARDING INVESTIGATIVE CONSUMER REPORTS ON YOU;
- ADDITIONAL STATE LAW NOTICES.

I hereby authorize to obtain “**consumer reports**” and “**investigative consumer reports**” about me for employment purposes at any time during the hiring process and throughout my employment, if applicable.

By typing my name and date of birth below, clicking on "I Authorize Background Check", and clicking on the “Submit” button, I am **electronically signing** this Authorization Regarding Background Investigation.

**Check this box if you would like a copy of the disclosure & consent agreement**

**Check this box to receive a copy of your background check report**

**I Authorize Background Check**

**\*First Name**

**\*Last Name**

**\* Date of Birth**

Electronic Signature