

PRE-EMPLOYMENT SCREENING REPORT: DISPUTE PROCEDURE AND FORM

1. COMPLETE THE DISPUTE FORM (BELOW)

Please provide all the necessary information pertaining to the background check report. When you are describing your concern(s) for disputed check(s), please try to be as precise as possible about why you believe the disputed check(s) is/are inaccurate. Please send the completed dispute form and supporting documentation (as needed) within five (5) business days of receipt of the notice.

2. PROVIDE SUPPORTING DOCUMENTATION (as needed)

If you have one, please be sure to include a copy of any supporting documentation you may have (e.g. a DMV report, a court letter, proof of employment, etc.). Your detailed explanation and/or supporting documentation could help expedite the investigation process to resolve your dispute quickly.

3. SUBMITTING THE DISPUTE FORM AND ANY SUPPORTING DOCUMENTATION

If you are only submitting the dispute form, you can send it to us via email or mail. If you are submitting supporting documentation with your form, please send a scanned copy and copies of original by postal mail. **Any supporting documentation not received by postal mail will not be accepted.**

Email: support@kredifi.com / Phone: 1.650.454.8959 (Mon - Fri: 8am - 5pm PST)

Mailing Address:

Kredifi Inc (Attn: Dispute Support)
830 Hillview Court, Suite 280
Milpitas, CA 95035

4. NECESSARY CHANGES, IF ANY, WILL BE MADE IN 5-20 DAYS

Kredifi will investigate your results at no cost to you **within 5 business days** of receiving this form. If you are disputing information in a background check that was run by an employer, they will be notified that you have filed a dispute. Dispute resolution and final changes to the report, if any, will be made within 15 days. *If Kredifi is not the cause of inaccuracy, we will notify Equifax and/or other bureaus and vendors within 5 business days.*

*In some cases, the Fair Credit Reporting Act provides Kredifi a 45 day window to complete your dispute reinvestigation. If your reinvestigation is not complete in 30 days, please feel free to reach out to Kredifi for additional information. [Learn more about your rights under the FCRA](#)

BACKGROUND CHECK DISPUTE FORM

PERSONAL INFORMATION	Name as provided in application for the background check
YOUR FULL LEGAL NAME:	Required
PHONE:	Required
EMAIL:	Required
ADDRESS	As provided in your application for the background check
Address:	Required
Address:	
City, State, Zip:	Required
REPORT INFORMATION	Please provide as much information as possible
EMPLOYER NAME:	Required
DATE OF FINAL REPORT:	Required
ORDER NO:	Required
KRED ID:	
DISPUTED CHECKS(S)	What are your Concerns (please provide precise details)?
1.	
2.	
3.	
4.	
5.	

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BACKGROUND CHECK DISPUTE FORM

DISPUTED CHECKS(S)	What are your Concerns (please provide precise details)?
6.	
7.	
3.	

When the dispute has been completed and info has either been removed, modified, or no changes, do you consent to receiving that correspondence electronically? If you do not provide authorization, we will send your notice by postal mail which may result in delayed communication.

I consent to receive correspondence electronically about this dispute.

Signature

Date: