

DISCLAIMER: This document is intended for instructional purposes only and is not intended as legal advice. We recommend you consult with an attorney to review this document and the attached state disclosure regarding your organization's compliance with the California Investigative Consumer Reporting Agencies Act (Civil Code § 1786 et seq.) related to employment background screening.

**DISCLOSURE REGARDING INVESTIGATIVE CONSUMER REPORTS AS
REQUIRED BY CALIFORNIA LAW**

Please be advised that (**Company/Organization/Client Name**) (the "Company") will procure one or more investigative consumer reports, as that term is defined under California law, about you for employment purposes, including for decisions regarding hiring, promotion, reassignment, or retention as an employee. Such reports may include information on your character, general reputation, personal characteristics, and mode of living.

The investigation will be conducted by:

Active Screening
14499 N Dale Mabry Hwy
Suite 201 South
Tampa, FL 33618
Phone: 1-800-319-5580
Website: www.activescreening.com

The nature and scope of the report may include criminal history checks and other public records, educational verification, employment verification, and motor vehicle records and the reports will be used for employment screening purposes.

AUTHORIZATION FOR INVESTIGATIVE CONSUMER REPORTS

By signing below, I hereby authorize the Company to procure investigative consumer reports concerning me for employment purposes at any time after receipt of this authorization. I understand that the scope of my authorization is not limited to the present and, if I am hired, will continue throughout the course of my employment and allow the Company to conduct future screenings for retention, promotion or reassignment, as permitted by law and unless revoked by me in writing.¹

Check the box if you would like to receive a copy of the investigative consumer report, free of charge, if one is obtained by the Company.

Signature:	Print Name (including middle name):
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¹ NOTE: We recommend you consult with legal counsel regarding the permissibility and use of "evergreen consent" language when requesting investigative consumer reports under California's Investigative Consumer Reporting Agencies Act (CA Civ. Code § 1786.16(a)(2)).

Date:	Social Security Number:
Driver's License # and State of Issuance:	Date of Birth:

NOTICE – BACKGROUND INVESTIGATION

CALIFORNIA RESIDENTS

This summary of the provisions of California Civil Code section 1786.22 is being provided to you pursuant to state law.

Your employer intends to obtain information about you from an investigative consumer reporting agency, as defined under California law, for employment purposes.

Under California law you are entitled to visually inspect all files maintained about you by an investigative consumer reporting agency (ICRA), such as Active Screening, upon request and presentation of proper identification during normal business hours and on reasonable notice as follows:

- **In person.** You may request a copy of your file. The ICRA may charge you for the actual copying costs associated with providing you with a copy of your file.
- **By telephone.** A summary of all information contained in the ICRA's file about you will be provided to you via telephone, if you have made a written request for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- **By certified mail.** You may make a written request for copies to be sent to a specified addressee. 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.

“Proper Identification” includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. If an ICRA is unable to reasonably identify you on the basis of these documents, they may 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.

AVISO – INVESTIGACIÓN DE ANTECEDENTES

RESIDENTES DE CALIFORNIA

Esta muestra del sumario de los derechos bajo la ley del Estado de California en el código civil § 1786.22 es para que usted entienda sus derechos.

Su empleador va a conseguir información sobre usted de una agencia de reporte del consumidor, bajo las leyes del Estado de California, para uso en su empleo.

Bajo las leyes del Estado de California, Usted tiene derecho, presentando previamente la identificación correcta (*), a que un investigador de la Agencia de Reporte del Consumidor ("CRA") le suministre la información que está en su archivo y esto se hace de la siguiente manera:

- **En persona.** La inspección visual de su archivo se hace en persona, durante horas hábiles y se debe solicitar, presentando en un período razonable, una notificación previa a su visita. Usted puede venir acompañado de la persona que usted desee, la cual debe presentar identificación personal válida. El CRA puede pedirle por escrito permiso para que el CRA pueda discutir su archivo en presencia de dicho acompañante.
- **Por teléfono.** Si desea obtener la información del sumario vía telefónica y usted la ha requerido por escrito y acompañada de la identificación correcta, el costo de la llamada estará bajo su responsabilidad, ya sea que esta sea prepagada o que se le cargue a usted directamente.
- **Por correo certificado.** Si usted pide por escrito que le envíen una copia por correo, a la dirección que usted indique, usted debe presentar previamente la identificación correcta y esta le será enviada por correo certificado. Si el CRA accede a dicho requerimiento de envío por correo certificado, el CRA no se hace responsable por la revelación de la información a terceras personas, causado por el mal manejo del correo después de que este haya salido de las instalaciones del CRA.

El CRA no le cobrará más de lo que actualmente se cobra por dar una copia de su archivo personal. El CRA cuenta con personal entrenado para explicar cualquier información que se suministre. El CRA explicará por escrito cualquier información codificada contenida en sus archivos personales.

Si usted elige la inspección visual del archivo bajo la opción 1 arriba mencionada, esta explicación por escrito se proveerá cuando el archivo le sea entregado.

(*) El término de IDENTIFICACIÓN CORRECTA, significa generalmente que la identificación suministrada considera suficiente y veraz para reconocer a una persona. Tal información incluye documentos tales como la Licencia de Conducir, Número del Seguro Social, Tarjeta Militar y Tarjetas de Crédito.

Solamente, si el consumidor no se puede identificar correctamente con alguna de las opciones anteriores, entonces el investigador del CRA pedirá información adicional relacionada con su empleo o su historia personal o familiar para verificar su identidad.

