

DISCLOSURE REGARDING CONSUMER REPORT

Dear [Applicant/Employee Name],

This is to inform you that [Company Name] (the "Company") may obtain a consumer report and/or an investigative consumer report about you for employment purposes. These purposes may include hiring, promotion, reassignment, or retention as an employee.

A "consumer report" is any written, oral, or other communication of any information by a consumer reporting agency bearing on your creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living.

An "investigative consumer report" is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, or associates with whom you are acquainted or who may have knowledge concerning any such items of information.

The report(s) may be generated by the following Consumer Reporting Agency:

[Agency Name]
[Agency Address]
[Agency Phone Number]
[Agency Website]

You have the right to request a complete and accurate disclosure of the nature and scope of the investigation requested and a written summary of your rights under the Fair Credit Reporting Act (FCRA).

By signing below, you acknowledge that you have received this disclosure.

Signature

Date

Printed Name