

Date: [Insert Date]

To: [Insert Background Check Agency Name/Vendor Name]

Subject: Authorization for Vendor Background Check

To whom it may concern,

I, [Your Full Name], hereby authorize [Company Name] and its designated agents to conduct a comprehensive background investigation in connection with my application for vendor/contractor status.

I understand that this investigation may include, but is not limited to, the following areas:

- Criminal records and history
- Verification of business licenses and certifications
- Credit history and financial standing
- Employment and education verification
- References and professional reputation

I authorize any individual, company, corporation, or public agency at any level of government to release any and all information requested to [Company Name] or [Background Check Agency Name]. I hereby release all parties from any liability for damages that may result from providing or receiving this information.

A photocopy or electronic version of this authorization shall be as valid as the original.

Personal Information for Identification Purposes:

Full Legal Name: [Full Name]

Business Name (if applicable): [Business Name]

Tax ID / SSN: [Insert Number]

Date of Birth: [Insert Date]

Current Address: [Insert Full Address]

Sincerely,

(Signature)

[Printed Name]

[Title/Position]