

# **BACKGROUND CHECK RELEASE FORM**

I, \_\_\_\_\_ (print your name *LEGIBLY*) am aware that Delta Gamma Fraternity Housing Corporation has requested *DataCheck* to perform a background check in connection with my application for employment with this company. Any information obtained as a result of such an investigation is confidential and will be provided only to Delta Gamma Fraternity Housing Corporation. I have voluntarily provided the information listed. I am fully aware of the purpose for this background check, and therefore request that people, companies, references, current or former employers, schools, government agencies, and others contacted provide applicable information to *DataCheck*. *DataCheck* is a professional pre-employment background investigation firm performing background checks as its normal course of business. *DataCheck* may make an investigative report in which information is obtained through business associates, financial sources, credit reporting agencies, criminal courts, educational institutions, law enforcement agencies, or other third parties with whom I may be acquainted. I hereby release personal information about me for the purpose of this investigation.

I have the right to request additional disclosures regarding the nature and scope of this investigation.

**PLEASE PRINT *LEGIBLY*:**

Please print your complete legal name:	
CURRENT Home Address:	
Street address: _____	
City _____	State _____ Zip code _____
Other legal names, married names, and/or maiden name, you have been known by with the last 3 years: If none, state NONE.	
Name _____	
Name _____	
Name _____	
Social Security Number: _____	Date of Birth: (Month/Day/Year):    /    /
Your Driver's License Number: _____	State of Issue: _____
Your Name as shown on your driver's license: _____	
A daytime phone number, including area code, where we can reach you should we have any questions: _____	
Please list all addresses you have lived in within the last 3 years: (Do not include your current address listed above). If none, state NONE.	
Street Address: _____ City _____ State _____ County _____	
Street Address: _____ City _____ State _____ County _____	
Street Address: _____ City _____ State _____ County _____	
Street Address: _____ City _____ State _____ County _____	

<b>Your Signature:</b> _____	<b>Today's Date:</b> _____
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## **CONSUMER REPORT DISCLOSURE AND AUTHORIZATION**

As part of our hiring process, Delta Gamma Fraternity Housing Corporation may request Consumer Reports and/or Investigative Consumer Reports on you from an Investigative Reporting Consumer Reporting Agency solely for your potential/current and or continued employment with this company. The nature and scope of this investigation may include but is not limited to your employment history, education, credit history, criminal history, character, general reputation, personal characteristics and mode of living and may involve a review of criminal records and records of the Department of Motor Vehicles. Delta Gamma Fraternity Housing Corporation may obtain one or more consumer reports on you, from one or more consumer reporting agencies, for the purpose of evaluating you for employment, and , if the undersigned is already employed by this company, for purposes of promotion, reassignment, or retention as an employee.

The name of the Investigative Consumer Reporting Agency conducting this consumer report/investigative consumer report is: DataCheck, Inc., 63 Via Pico Plaza PMB #247, San Clemente, CA 92672, PH: 800-253-3394. Their website address is: [www.datacheckinc.com](http://www.datacheckinc.com). You may find DataCheck's privacy practices, including whether your personal information will be sent outside of the United States or its territories, and information that complies with California Civil Code subsection 1786.20, on their website under Privacy Policies.

You are being given a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act" prepared pursuant to 15 U.S.C. section 181 (g & c). You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights. For California Residents: Summary of Section 1786.22 (California Civil Code): You are entitled to find out from an ICRA what is in the ICRA's file on you with proper identification. An investigative consumer reporting agency shall supply files and information during normal business hours and on reasonable notice. Files maintained on a consumer shall be made for the consumer's inspection as follows: In person, by certified mail, by telephone (with proper identification for disclosure). The consumer reporting agency shall provide trained personnel to explain to the consumer and information furnished him and written explanation of any coded information. The consumer shall be permitted to be accompanied by one other person of his or her choosing. By signing below you also acknowledge receipt of this notice regarding background investigations pursuant to California Law.

Please check this box if you would like to receive a copy of a consumer report if one is obtained by Delta Gamma Fraternity Housing Corporation.

New York applicants or employees only: You have the right to inspect and receive a free copy of any investigative consumer report requested by Employer by contacting the consumer reporting agency identified above directly.

Minnesota and Oklahoma applicants or employees only:  Please check this box if you would like to receive a copy of a consumer report if one is obtained by Delta Gamma Fraternity Housing Corporation.

### **AUTHORIZATION:**

I have read and understand the foregoing and hereby authorize this company to obtain one or more consumer reports on me for the purposes described above. I understand that this authorization covers (1) consumer reports obtained in connection with my application for employment and (2) if I am hired or if I am an existing employee, additional consumer reports may be obtained during my tenure. I authorize that a copy of this authorization may be considered as valid as an original.

Please Print your Name:

Today's Date:

Your Signature:

Last 4 Digits of your Social Security Number:

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

*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

**You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.

**You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report
- you are the victim of identity theft and place a fraud alert in your file
- your file contains inaccurate information as a result of fraud
- you are on public assistance
- you are unemployed but expect to apply for employment within 60 days

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

**You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

**You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.

**Consumer reporting agencies must correct or delete inaccurate, incomplete or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

**Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

**Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

**You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-567-8688.

**You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

**Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA and many states have their own consumer reporting laws.** In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

### **Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates**

Consumer Financial Protection Bureau  
1700 G Street NW  
Washington, DC 20552

*Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB::*  
Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 PH: 1-877-382-4357

### **To the extent not included in item 1 above**

*National Banks, federal savings associations, and federal branches and federal agencies of foreign banks.*  
Office of the Comptroller of the Currency Customer Assistance Group

1301 McKinney Street, Suite 3450,  
Houston, TX 77010-9050

*State member banks, branches, and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.*

Federal Reserve Consumer Help Center  
P.O. Box 1200  
Minneapolis, MN 55480

*Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations*

FDIC Consumer Response Center  
1100 Walnut Street, Box #11  
Kansas City, MO 64106

*Federal Credit Unions.*

National Credit Union Administration Office of Consumer Protection (OCP)  
Division of Consumer Compliance and Outreach (DCCO)  
1775 Duke Street  
Alexandria, VA 22314

### **Air carriers**

Asst. General Counsel for Aviation Enforcement & Proceedings  
Aviation Consumer Protection Division  
Department of Transportation  
1200 New Jersey Avenue S.E.  
Washington, DC 20590

### **Creditors Subject to Surface Transportation Board**

Office of Proceedings, Surface Transportation Board Department of Transportation  
395 E. Street S.W.,  
Washington, DC 20423

### **Creditors Subject to Packers and Stockyards Act, 1921**

Nearest Packers and Stockyards Administration area supervisor

### **Small Business Investment Companies**

Associate Deputy Administrator for Capital Access United States Small Business Administration  
406 Third Street, SW, 8th Floor  
Washington, DC 20416

### **Brokers and Dealers**

Securities and Exchange Commission  
100 F St NE  
Washington, DC 20549

### **Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations**

Farm Credit Administration  
1501 Farm Credit Drive  
McLean, VA 22102-5090

### **9. Retailers, Finance Companies, and All Other Creditors not listed above.**

FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580  
(877) 382-4357

## **Summary of Your Rights under California Civil Code 1786.22 FOR CALIFORNIA RESIDENTS/APPLICANTS ONLY**

An investigative consumer reporting agency ("Agency") will supply files and information that you have a right to inspect during normal business hours and on reasonable notice. All files that this agency maintains on you will be made available for your visible inspection, as follows:

- In person, if you appear in person and furnish proper identification. A copy of the file will also be available to you for a fee not to exceed the actual costs of copying.
- By certified mail, if you make a written request to, with proper identification, for copies to be sent to a specified address. However, agencies complying with a request for such a mailing will not be liable for disclosures to third parties caused by mishandling of mail after it leaves the Agency.
- A summary of all information contained in your file and required to be provided to you under the California Civil code will be provided by telephone, if you have made a written request, with proper identification.

"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 Agency require additional information concerning your employment and personal or family history in order to verify his identity.

The Agency will provide trained personnel to explain any information furnished to you pursuant to Civil Code 1786.10.

The Agency will provide a written explanation of any coded information contained in your file. This written explanation shall be distributed whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choice when you come to inspect your file. This person must furnish reasonable identification. The Agency may require you to furnish a written statement granting permission to the Agency to discuss your file in your companion's presence.

### **Resumen De SUS Derechos Bajo El Código Civil De California Sección 1786.22**

Usted tiene derecho de inspeccionar todos los archivos que se relacionan con usted y que mantiene, en el momento en que usted lo solicita, cualquier agencia de servicios de información sobre el consumidor ("Agencia"). Usted puede inspeccionar todos los datos diferentes a aquellas que son de conocimiento público o que provienen de bases de datos disponibles para la venta, si esa información se ha obtenido únicamente para su uso en la preparación de informes investigativos sobre consumidores y no tiene ningún otro fin. La Agencia tiene que poner a su disposición estos archivos durante las horas normales de trabajo y en base a una notificación hecha a su debido tiempo.

Todos los archivos deben ponerse a su disposición para una inspección visual ya sea:

- En persona, si usted se presenta y lo hace con la identificación apropiada. Se pueden poner a su disposición copias del archivo con un cargo que no exceda el costo de dichas copias.
- Por correo certificado si usted presenta una solicitud por escrito acompañada de la identificación apropiada, pidiendo que se le envíen las copias y especificando la dirección para su envío. Sin embargo, la agencia que atiende la solicitud no es responsable de la revelación de la información a terceras personas resultantes de mal manejo en el correo una vez que las copias han salido de la Agencia.
- "Identificación apropiada" incluye documentos tales como licencia válida de manejar, número del Seguro Social, tarjeta militar de identificación y tarjetas de crédito. Si usted no puede identificarse por medio de esta información entonces la Agencia puede requerir información adicional referente a su trabajo o datos personales o de familia a fin de verificar su identidad.

La Agencia cuenta con personal entrenado para explicar cualquier información que se le entregue.

La Agencia proveerá una explicación escrita sobre cualquier información en clave contenida en el archivo. Esta explicación escrita esta siempre disponible cuando se facilita cualquier archivo para su inspección visual.