

Background Check Authorization

AUTHORIZATION AND RELEASE TO OBTAIN INFORMATION

Under the provisions of the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.), the Americans with Disabilities Act, and all applicable federal, state, and local laws, I hereby authorize and permit to obtain a consumer report and/or an investigative consumer report which may include the following:

1. My employment records;
2. Records concerning any driving, criminal history, credit history, civil record, workers' compensation (post-offer only), and drug testing;
3. Verification of my academic and/or professional credentials; and
4. Information and/or copies of documents from any military service records.

I understand that an "investigative consumer report" may include information as to my character, general reputation, personal characteristics, and mode of living, which may be obtained by interviews with individuals with whom I am acquainted or who may have knowledge concerning any such items of information.

I agree that a copy of this authorization has the same effect as an original.

I understand that information obtained in this authorized investigative consumer report and background investigation may result in not being offered a position of employment. I hereby release and hold harmless any person, firm, or entity that discloses information in accordance with this authorization, as well as from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information except with respect to a violation of the Act. I authorize Management and Network Services, LLC ("MNS") and its designated agent and all associated entities to receive any criminal history information or credit report pertaining to me in the files of any state or local criminal justice agency. I authorize all corporations; companies; former employers; supervisors; credit agencies; educational institutions; law enforcement/ criminal justice agencies; city, state, county and federal courts; state motor vehicle bureaus; and other persons and entities to release information they may have about me to MNS or their designated agent.

I hereby authorize MNS to obtain and prepare an investigative consumer report and background investigation as set forth above, as part of its investigation of my employment application. This authorization shall remain in effect over the course of my employment. Reports may be ordered periodically during the course of my employment such as during reassignment or promotional periods and following safety infractions or other incidents. (**NOTE:** Except for those states where an annual release is required, i.e. California – Continuing consent concept is inapplicable and a separate authorization must be requested each time a report is ordered. - CA Civ. Code 1786.22)

I understand and acknowledge that under provision of the Fair Credit Reporting Act, I may request a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided proper identification. CA, MN, and OK RESIDENTS ONLY: As part of a routine background investigation, we may request a consumer credit report from a consumer credit reporting agency or one of its associated companies. If we do so and you wish them to send you a free copy of this consumer credit report, please check here: _____.

My signature below also indicates that I have received a [Summary of Rights](#) in accordance with the Fair Credit Reporting Act.

Date _____

Applicant's Signature _____

Applicant's Printed Name _____

Other Names Used _____

Social Security Number ____/____/____ Date of Birth _____

Driver's License # _____ State _____

Current Address _____

City/Town _____ State _____ Zip Code _____

Previous address _____

City/Town _____ State _____ Zip Code _____

Adapted from <http://www.softechinternational.com/SampleReleaseForm.pdf> and
<http://www.national-employment-screening.com/background-check-release.htm>.