

Place on Your Company Letterhead

***Notice and Authorization
Specific to California Civil Code***

Pursuant to California state law, this notice is to inform you that (Insert Your Company Name) has requested an Investigative Consumer Report regarding your character, general reputation, personal characteristics and/or mode of living for the purpose of (Purpose of Report). The nature and scope of the report requested may include, but not be limited to, financial and credit history; criminal history records; employment history verification; education history verification; driving history; and, professional licensing and disciplinary action history.

The report was requested from Background Inquiries, an investigative consumer-reporting agency:

Background Inquiries & Services
PO Box 5804
Cary, NC 27511

In accordance with the California Consumer Reporting Agencies Act, you have a right to request a copy of this report. If you elect to request a copy of the report, it will be sent within three business days of (Insert Your Company Name) receiving the report. You may indicate your desire to receive a copy of your report by checking the box below:

Name:

Signature:

Under rights granted to me by California Law, I wish to receive a copy of my Investigative Consumer Report

Attached, please find your rights under the California Consumer Reporting Agencies Act.

Regards,

(Insert Your Company Name)
Attachment

Summary of Rights for California Consumer Reporting Agencies Act

California Civil Code Section 1786.22

Please know that you have a right under California law to inspect files maintained on you by an investigative consumer reporting agency pursuant to any of the following procedures, during normal business hours and on reasonable notice:

1. You may personally inspect the files if you provide proper identification (e.g., valid driver's license, social security account number, military identification card, credit cards), and may receive a copy of the file for the actual cost of duplication services provided.
2. You may make a written request, by certified mail and with proper identification, as described above, for copies to be sent to a specified addressee.
3. You may make a written request, with proper identification as described above, for telephone disclosure of a summary of information contained in your files, if any toll charge is prepaid by or charged directly to you.

If you are unable to provide "proper identification" through the types of cards or numbers listed above, the agency may require additional information concerning your employment and personal or family history in order to verify your identity.

The agency must provide trained personnel to explain to you any information that the agency is required to furnish to you from your file. The agency also must provide you with a written explanation of any coded information contained in your files at the time inspection of your files is permitted. You are permitted by law to be accompanied by one other person of your choosing when inspecting your files. That person must furnish reasonable identification. The agency may require you to provide the agency with a written statement granting permission to the agency to discuss your file in such person's presence. The agency also is not required by law to make available to you the sources of information in your files, although such information would be obtainable through proper discovery procedures in any court action brought under Title 1.6A of the Civil Code pertaining to Investigative Consumer Reporting Agencies.

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Today's Date

Name of Applicant

Address of Applicant

City, State, Zip

Dear Applicant:

Pursuant to the California Consumer Reporting Agencies Act, (Insert Your Company Name) is providing you with a copy of the investigative consumer report that we obtained in conjunction with your background investigation. Below is the contact information for Background Inquiries & Services LLC, the investigative consumer-reporting agency that supplied the report.

Background Inquiries & Services LLC
PO Box 5804
Cary, NC 27512
(919)377-0917

Please be advised that the report does not guarantee the accuracy of the information, but only that it is accurately reproduced from public records, and information generated as a result of a recent identity theft may be inaccurately associated with the subject of the report.

If you have any questions, please feel free to contact your Representative with **(Insert Your Company Name)**.

Regards,

(Insert Your Company Name)
Attachment