## NOTICE TO APPLICANT OF INTENT TO TO OBTAIN A CONSUMER REPORT

Dear Applicant:

In connection with your application for employment, we would like to procure certain background information concerning you which is contained in a consumer report. A consumer report may contain information regarding your: credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, driving record, mode of living, and/or criminal background.

Before we may procure a consumer report, you must authorize such procurement in writing. You have the right to decline authorization for us to procure a consumer report. However, we will not consider you further for employment if you so decline. Below, you will find a release which will allow us to obtain a consumer report. Please read the release carefully before signing it and indicating your choice regarding disclosure.

## RELEASE TO PROCURE A CONSUMER REPORT

I have read the "Notice to Applicant of Intent to Obtain Consumer Report" letter above.
I understand that I have the right to decline authorization for
I understand that the consumer report may contain information concerning my: credit worthiness, credit standing, general reputation, personal characteristics, driving record, mode of living, and/or criminal background.
Understanding these rights,
I authorize to procure a consumer report concerning me. (insert client name)
I do not authorize to procure a consumer report concerning me (insert client name)
NAME (Print Please):
SIGNATURE:
DATE:
ATTACH PHOTOCOPY OF APPLICANT DRIVERS LICENSE