



Background Check Consent Form /FCRA
Capital Express

List Company Location (City and State) _____

Disclosure:

As a potential vendor of Capital Express, you are a consumer with rights under the Fair Credit Reporting Act (FCRA), [15 U.S.C. § 1681 et seq.]. When evaluating you for contract a consumer report or an investigative consumer report may be obtained from a consumer reporting agency and may be obtained at any time during the evaluation process or during your contract with the Company.

Authorization:

I authorize Capital Express and their agents to obtain information from all personnel, educational institutions, government agencies, companies, corporations, credit reporting agencies, law enforcement agencies at the federal, state or county level, relating to my past activities, to supply any and all information concerning my background. The information obtained may include, but is not limited to, academic, residential, achievement, previous employment verification and/or job performance, workers compensation, professional licenses, credit reports, driving history, corporate records, and criminal history records.

I understand that a Consumer Report or Investigative Consumer Report may be prepared summarizing this information. The report may include information obtained through personal interviews regarding my character, general reputation, personal characteristics and/or mode of living. I may also have the right to request additional disclosures regarding the nature and scope of the investigation as well as a written summary of my rights under the Fair Credit Reporting Act. If requested, the consumer reporting agency will explain the contents of my file. I understand that proper identification will be required and that I should direct my request to the consumer reporting agency.

I understand that by requesting this information, no promise of a contract is being made. I also understand that a photocopy of this authorization be accepted with the same authority as the original; and that if contracted by Capital Express this authorization will remain in effect throughout such contract. I understand that the information requested below regarding date of birth, race and sex is for the sole purpose of gathering the above information accurately, and will not be used to discriminate against me in violation of any law.

The name, address, and toll free telephone number of the consumer reporting agency is available upon request.

I hereby authorize Capital Express to receive any criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency.

Form fields for personal information: Full Name (print), Address, City, State, Zip Code, Sex, Race, Date of Birth, SS#, Signature, Date

I, _____ give consent to Capital Express and/or their agents to perform periodic criminal history background checks for the duration of my contract.

READ, ACKNOWLEDGED AND AUTHORIZED:

I authorize the credit reporting agency to contact me at (_____) _____ (telephone number) for clarification of any information provided.

- Residency consent checkboxes: Maine Residents/Applicants Only, Massachusetts Residents/Applicants Only, Minnesota or Oklahoma Residents/Applicants Only, New Jersey Residents/Applicants Only, New York Residents/Applicants Only, Washington State Residents/Applicants Only, Wisconsin Residents/Applicants Only

EMPLOYER TO CHECK SERVICES TO BE COMPLETED:

- Employer service checkboxes: PEER CREDIT REPORT, STATEWIDE CRIMINAL, COUNTY CRIMINAL, SOCIAL SECURITY TRACE, MOTOR VEHICLE REPORT, SEXUAL OFFENDER REGISTRY, PREVIOUS EMPLOYMENT VERIFICATION, REFERENCE VERIFICATION, WORKER'S COMP, EDUCATION VERIFICATION

STATE(S) _____ COUNTY _____

***NOTE: FOR EDUCATION AND EMPLOYMENT VERIFICATION PLEASE SUPPLY ADDITIONAL INFORMATION (RESUME OR APPLICATION)
**INFORMATION IS BEING VERIFIED BY QUALITY COUNTS, INC. ANY INFORMATION OR QUESTIONS SHOULD BE DIRECTED TO THE FOLLOWING ADDRESS:
Quality Counts, Inc.
PHONE: 205-561-2340 FAX: 205-561-2344 OR jennifer@qualitycounts1.com