



**AUTHORIZATION TO CONDUCT BACKGROUND CHECK  
& CONSENT TO PROCURE CONSUMER REPORT**

**Notice of Intent to Procure Consumer Report (Background Check)**

Pursuant to the Fair Credit Reporting Act, 15 U.S.C. Section 1681 *et seq.*, this notice is to inform you that as part of our evaluation procedure for **employment**, promotion, **volunteer** or retention, we may obtain and review consumer report(s) and/or investigative consumer report(s) for employment purposes concerning you (Background Check).

These report(s) will be obtained through the following Consumer Reporting Agency: **Information Resources, 21213-B Hawthorne Blvd., Torrance CA 90503**, <http://irverify.com> Phone: (866) 993 4020.

You have the right to make a written request, within a reasonable period of time after receiving this notice, for additional disclosures as to the nature and scope of any consumer report(s) we obtain. You are also entitled to receive a copy of the Federal Trade Commission's publication, "A Summary of Your Rights Under the Fair Credit Reporting Act". You may have additional rights under state law.

**Authorization to Conduct Background Check:**

By signing below, I authorize Information Resources (IRC) and it's agents, to conduct an employment/volunteer-related background check on me and to provide the results to the organization. I understand this report may contain information as to my character, general reputation, personal characteristics, or mode of living, such as my work habits, work performance and experience, reasons for discipline or termination from any current or prior employment, history of earnings, credit worthiness, credit standing or credit capacity, criminal convictions, driving history, and other related matters that may concern my eligibility for the position or promotion I am seeking. For employers in the states of Washington, Oregon, Hawaii, Illinois, they are restricted under state law to obtain a consumer credit report and may only access under legislative guidelines.

Information Resources will not provide any information where such disclosure is restricted by federal or state law.

By signing below, I authorize any present or past employer, supervisor or agent of the employer; high school, college, university or other institution of learning; local, state or federal court; department of motor vehicles, military branch or the national personnel records center; state sex offender registry, state licensing board, state workers' compensation agency, credit bureau, personal or professional reference; to release records or information to Information Resources concerning my name, criminal history, motor vehicle history, social security number, earnings history, credit file, address history, educational history, character, reputation, and employment (including documented reasons for termination or discipline) and release such from any and all liability for any damage that may result from the furnishing of this information. This authorization shall be valid in original, faxed or photocopied form.

**Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Notice to California Applicants:**

Under section 1786.22 of the California Civil Code. You may obtain a copy of this file by submitting proper identification.

**California Resident Only:** By checking this box, I request to receive a free copy of the ordered report.  YES  NO

**Minnesota or Oklahoma:** Are you employed in, seeking employment in, or a resident of one of these states?  YES  NO

If YES, do you wish to receive a copy of any Consumer Report of which you are the subject?  
 YES  NO

**Maine and New York:** You have the right, upon request, to be informed of whether a consumer report about you was requested by the above-named company.

**All Other US States:** Please contact IRC at 1-866-993 4020 or the address above to request a copy of your consumer report.