

# REQUEST FOR BACKGROUND INFORMATION

PLEASE TYPE OR PRINT...FILL IN COMPLETELY

<b>LAST NAME, FIRST NAME</b> <b>M.I.</b>	* Date of Birth	Social Sec. Number	Other NAME(S)
Driver License ID #	State	Have you ever been <b>CONVICTED</b> of a <b>FELONY</b> or <b>MISDEMEANOR</b> YES <input type="checkbox"/> or NO <input type="checkbox"/> If yes, where & when.	

## Home Addresses for the last ten years.

Address, City, State, Zip      (LIST MOST RECENT FIRST)	MO. YR. TO MO. YR.

## Employment History (List most recent first)

FULL COMPANY NAME	JOB TITLE & DEPT.	SALARY	MO. YR. TO MO. YR.
ADDRESS, CITY, STATE	SUPERVISOR'S NAME	REASON FOR LEAVING	TELEPHONE#:

## EDUCATION

SCHOOL ADDRESS	CITY	STATE	DEG. REC. MAJOR	MO. YR. TO MO. YR.

## BUSINESS REFERENCES

FULL NAME	COMPANY	ADDRESS	TELEPHONE NUMBER	YEARS KNOWN

## FOR FIDELIFACTS USE ONLY

<b>ACCOUNT#:</b>	
<b>CLIENT REF.:</b>	

\*This information will not be used for the purposes of discrimination. The Federal Age Discrimination in employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 65 years of age. The laws of many states prohibit discrimination on the basis of age.



**TO: ALL CLIENTS**

**FROM: THOMAS W. NORTON, PRESIDENT                    EXHIBIT A**

**SUBJECT: FAIR CREDIT REPORTING ACT (FCRA) PL 91-508  
 CONSUMER CREDIT REPORTING REFORM ACT OF 1996 (CCRA) PL-104-208)  
 GENERAL BUSINESS LAW OF NEW YORK (CH 867-GBL-NY-1977)  
 DRIVER PRIVACY PROTECTION ACT (DPPA)**

In order to comply with the above statutes, we are required to have a statement from each of our clients to the effect that reports ordered from Fidelifacts/Metropolitan New York, Inc., which are covered by the above, will be used only for permissible purposes outlined in the acts. For ease of handling, please sign the statement below and fax or mail copy to us and retain a copy for your files.

If you have any questions regarding the Fair Credit Reporting Act, The Consumer Credit Reporting Reform Act of 1996, the General Business Law of New York or the Driver Privacy Protection Act, call our toll free information line at:

800 678-0007

*The consumer reports or investigative consumer reports ordered by our firm from Fidelifacts/Metropolitan New York, Inc. will be used only for purposes as outlined in the Fair Credit Reporting Act (PL 91-508), The Consumer Credit Reporting Reform Act of 1996 and the General Business Law of New York (CH 867-NY-1977).*

*Our firm certifies that it will comply with the Reform Act's disclosure and adverse action requirement and that the information will not be used in violation of any applicable Federal or State equal opportunity law or regulation.*

Signed : \_\_\_\_\_ Title \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

**Purpose:    Employment Screening/**

*Please Note: Any employer who knowingly obtains a consumer report under false pretenses or without a permissible purpose will be subject to damages. In these circumstances, the employer will be liable to both the consumer reporting agency and the applicant or employee for their actual damages sustained or \$1,000, whichever is greater.*

*In addition, any employer that willfully fails to comply with the statute will be liable to the applicant or employee for actual damages, punitive damages, costs and attorney's fees, although the Reform Act limits actual damages in this situation to an amount not less than \$100 and not more than \$1,000. Finally, if an unsuccessful motion, pleading or other paper is filed in "bad faith or for purposes of harassment," the Reform Act will award reasonable attorney's fees to the prevailing party.*

**ORDER FORM**

(Revised 3-04)

To: **Fidelifacts/Metropolitan New York, Inc.**

**42 Broadway Suite 1548 Tel: 212-425-1520 or 800-678-0007**

**New York, NY 10004**

**Fax: 212 248-5619 or 212 509-3566**

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

**Account No:** \_\_\_\_\_

**Subject:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Soc. Sec. No:** \_\_\_\_\_

We certify to Fidelifacts that the information requested will only be used for employment purposes and that written disclosure has been made to the applicant. Enclosed is an application with the signed authorization. Please conduct an investigation of the applicant as indicated below:

- CREDIT (provides full personal credit history)
- SS # TRACE (provides list of addresses that may have been used under the SS#)
- CRIMINAL CHECK STATEWIDE IN NY: \_\_\_\_\_ Covers entire state of NY, including 5-boroughs of NYC, plus Nassau and Suffolk Counties on Long Island.
- CRIMINAL CHECKS IN OTHER STATES: ( ) CURRENT address ( ) CURRENT & PRIOR address as indicated below:

_____	_____	_____	_____
<b>City/State</b>	<b>City/State</b>	<b>City/State</b>	<b>City/State</b>

NATIONAL CONVICTION & SEX OFFENDER DATABASE SEARCH (NEW): \_\_\_\_\_ \$18.75\*\*  
(Available only in addition to normal court record checks)

DRIVER'S LICENSE CHECK **State** \_\_\_\_\_ **ID#** \_\_\_\_\_ \*\*\*

EMPLOYMENT ( ) Check current job ( ) DO NOT check current job

**Check** ( ) Last two jobs ( ) Last three jobs ( ) ALL jobs on application

- EDUCATION ( ) High School ( ) College ( ) Graduate School
- PROFESSIONAL LICENSE VERIFICATION State: \_\_\_\_\_ Type: \_\_\_\_\_
- STATE PRISON SEARCH State: \_\_\_\_\_ FEDERAL PRISON SEARCH \_\_\_\_\_
- WANTS & WARRANTS - where available - (special release required)
- FEDERAL CRIMINAL RECORD SEARCH (in states listed on application)
- NATIONAL NEWSPAPER/WIRESERVICE DATABASE SEARCH
- NATIONAL APPELLATE COURT DATABASE SEARCH
- BUSINESS REFERENCES: \_\_\_\_\_

\*\*If there is an exact name/d.o.b match, we may have to check court records to make a positive identification and if so, extra charges will apply.

\*\*\*Rates for driving record checks vary due to state fees that run from \$4 to \$16 per state.

Requester: \_\_\_\_\_ Phone No. \_\_\_\_\_ FAX No. \_\_\_\_\_