

**Consumer Report / Investigative Consumer Report
Notification Disclosure and Release of Information Authorization**



Accurate Information Systems, LLC

I authorize _____ and **Accurate Information Systems, LLC**, a consumer-reporting agency, to retrieve 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; and I authorize these entities to supply any and all information concerning my background. The information received may include, but is not limited to, academic, residential, achievement, job performance, attendance, litigation, personal history, credit reports, driving records, and criminal history records. I understand some or all of this information may be transmitted electronically and authorize such transmission.

I understand a Consumer Report or Investigative Consumer Report ("Consumer Report") may be prepared summarizing this information. If my prior employers and/or references are contacted, the report may include information obtained through personal interviews regarding my character, general reputation, personal characteristics, and mode of living. I may request a copy of any report that is prepared regarding me and may also request the nature and substance of all information about me contained in the files of the consumer-reporting agency. I understand I have the right to inspect those files with reasonable notice during regular business hours and I may be accompanied by one other person. The consumer-reporting agency is required to provide someone to explain the contents of my file. I understand proper identification will be required and I should direct my request to: Accurate Information Systems, LLC, 871 Venetia Bay Boulevard, Suite 210, Venice, Florida 34285 – Phone: 800-295-7109 Ext 115 / Fax: 941-412-0005

I hereby certify all the statements and answers set forth on the application form and/or my resume are true and complete to the best of my knowledge, and I understand that if subsequent to employment any such statements and/or answers are found false or information has been omitted, such false statements or omissions will be just cause for the termination of my employment. Further, I understand that by requesting this information, no promise of employment is being made. I am willing that a photocopy of this authorization be accepted with the same authority as the original; and that if employed by the above-named company (except if employed in the state of California), this authorization will remain in effect throughout such employment.

Signature

Social Security Number

Date

NOTE: The following information IS NOT considered a part of your application and is used solely for identification purposes.

PLEASE PRINT CLEARLY.

Last Name

First Name

Middle Name

Street Address

City

State

ZIP

Driver's License Number

State of License

Expires On

Date of Birth

List any other CITIES AND STATES in which you have lived during the previous 7 years.

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List any other LAST NAMES you have used during the previous 7 years.

List any other LAST NAMES under which you received your GED, high school diploma, or other degrees.

If currently employed: My current employer may be contacted.

_____ YES _____ NO _____ N/A _____ Post Hire Only _____ Applicant's Initials

Is employment/prospective employment in California? _____ YES _____ NO

If you are applying for employment in the State of California please note that a new *Disclosure and Release of information Authorization* is required for any subsequent Consumer Report/Investigative Consumer Report. Further,

LIMITATIONS ON CALIFORNIA EMPLOYERS REGARDING CREDIT REPORTS

Bill AB 22 prohibits an employer or prospective employer from using a consumer credit report for employment purposes, unless the position of the person for whom the report is sought is any of the following:

A managerial position, a position in the state Department of Justice, a position as a sworn peace officer or other law enforcement job a position for which the information contained in the report is required by law to be disclosed or obtained, a position that involves regular access to the bank or credit card information, social security number, and date of birth of any one person other than for the routine solicitation and processing of credit card applications in a retail establishment , a position in which the person, is, or would be, a named signatory on the bank or credit card account of the employer a position in which the person is or would be authorized, on behalf of the employer, to transfer money or enter into financial contracts a position that involves access to confidential or proprietary information, including trade secrets, a position that involves regular access to cash totaling \$10,000 or more during the workday. ***Accurate Information Systems does not offshore or send personal information relating to domestic inquiries outside the United States.***

Trans Union contact info: [.transunion.](http://transunion.com)

Accurate Information Systems Privacy Policy: [://www.accinfosys.com/AIS-privacy-policy.](http://www.accinfosys.com/AIS-privacy-policy)

_ Notice to Maine Applicants

Under Chapter 210 Section 1314 of Maine Revised Statutes, you have the right, upon request, to be informed within 5 business days of such request of whether or not an investigative consumer report was requested. If such report was obtained, you may contact the Consumer Reporting Agency and request a copy.

_ Notice to New York Applicants

Under Article 25 Section 380-c (b) (2) of the New York General Business Law, you have the right, upon written request, to be informed of whether or not an investigative consumer report was requested. Under Article 25 Section 380-g of the New York General Business Law, should a consumer report received by an employer contain criminal conviction information, the employer must provide to the applicant or employee who is the subject of the report, a printed or electronic copy of Article 23-A of the New York Correction Law, which governs the employment of persons previously convicted of one or more criminal offenses.

_____ **Please initial here to acknowledge receipt of Article 23-A of the New York Correction Law.**

Are you applying for employment in California, Minnesota or Oklahoma? _____ YES _____ NO

If so, would you like a copy of any Consumer Report prepared on you? _____ YES _____ NO

Are you already an employee of _____, but required to update background information in order to be granted access to _____ customer or supplier premises? _____ YES _____ NO

If yes, you agree to the further disclosure of information for the limited purposes of such access rights. _____ YES _____ NO

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CRIMINAL CONVICTION HISTORY DISCLOSURE

Before responding, please review the *Guide for Answering Criminal Conviction Inquiry* below:

HAVE YOU EVER BEEN CONVICTED OF ANY FELONY OR MISDEMEANOR LEVEL CRIME? _____

If "yes" please provide details including location, court name, nature and date or year of event(s) _____

Disclosure of conviction information does not necessarily constitute a bar from employment.

GUIDE FOR ANSWERING CRIMINAL CONVICTION INQUIRY

California Applicants: Do not identify any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been dismissed by a court. Also, do not identify marijuana-related convictions entered by the court more than 2 years ago that involve: unlawful possession of marijuana; transportation or giving away of up to 28.5 grams of marijuana, other than concentrated cannabis, or the offering to transport or give away up to 28.5 grams of marijuana, other than concentrated cannabis; possession of paraphernalia used to smoke marijuana; being in a place with knowledge that marijuana was being used; or being under the influence of marijuana.

Connecticut Applicants: Do not identify any arrest, criminal charge or conviction the records of which have been erased by a court based on sections 46b-146, 54-76o or 54-142a of the Connecticut General Statutes. Criminal records subject to erasure under these sections are records concerning a finding of delinquency or the fact that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle (not prosecuted), a criminal charge for which the person was found not guilty, or a conviction for which the offender received an absolute pardon. Any person whose criminal records have been judicially erased under one or more of these sections is deemed to have never been arrested within the meaning of the law as it applies to the particular proceedings that have been erased, and may so swear under oath.

District of Columbia Applicants: Do not identify convictions that were entered by the court more than 10 years ago.

Georgia Applicants: Do not identify any verdict or plea of guilty or nolo contendere that was discharged by the court under Georgia's First Offender Act.

Hawaii Applicants: You will only have to answer this question if you receive a conditional offer of employment. At that time you will be asked whether you have been convicted of a crime within the past ten (10) years, excluding any period of time when you were in jail.

Illinois Applicants: Pursuant to 20 ILCS 2630/12, applicants are not obligated to disclose sealed or expunged records of conviction or arrest.

Massachusetts Applicants: The Company reserves the right to inquire into criminal convictions during the interview process or as part of a criminal background check. At that time, a candidate with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to an inquiry relative to prior arrests, criminal court appearances, or convictions. In addition, a candidate may answer "no record" with respect to any cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution. Massachusetts candidates should not disclose information regarding first-time misdemeanor convictions for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace. Finally, Massachusetts applicants should not disclose convictions for other misdemeanors where the date of conviction or the end of any period of incarceration was more than five years ago unless there have been subsequent convictions within those five years.

Nebraska Applicants: You are not required to disclose a sealed juvenile record or sentence.

Nevada Applicants: Nevada applicants need only disclose convictions for felonies, and within the last 7 years, misdemeanors which resulted in imprisonment. In addition, the discharge and dismissal of certain first time drug offenses, after the accused has completed probation and any required treatment or educational programs, does not constitute a conviction for purposes of employment. An applicant may not be held guilty of perjury or for giving a false statement for failing to acknowledge or disclose the arrest, indictment or trial in response to any inquiry.

**Consumer Report / Investigative Consumer Report
Notification Disclosure and Release of Information Authorization**

New York Applicants: You may answer “no record” concerning any criminal proceeding that terminated in your favor, per section 160.50 of the New York Criminal Procedure Law; any criminal proceeding that terminated in a “youthful offender adjudication,” as defined in section 720.35 of the New York Criminal Procedure Law; and any conviction for a “violation” that already has been sealed by the court, per section 160.55 of the New York Criminal Procedure Law.

Ohio Applicants: Do not include convictions for minor misdemeanor drug violations pursuant to Ohio Revised Code §2925.11.

Washington Applicants: Do not identify any conviction that is more than ten (10) years old at the time of making this application, unless some period of incarceration resulting from that conviction took place within the last 10 years.
