

Requested By: _____
Department: _____
Supervisor: _____
Phone: _____
Campus Box: _____

To be filled out by Human Resources

Case # _____
Date _____
Employee _____

H or B

Type of Background

- Criminal
- Financial
- Motor Vehicle

Return to:
Human Resources
565 UCB
or
FAX: (303) 492-4693

University of Colorado at Boulder

BACKGROUND DISCLOSURE AND AUTHORIZATION

In connection with my application for employment/training with the University of Colorado at Boulder, I understand that the University may request “consumer reports” and/or “investigative consumer reports” (collectively “Background Check Reports”) on me pursuant to the Fair Credit Reporting Act.

I understand that the Background Check Reports will be obtained by the University from one of the two listed consumer reporting agencies:

HireRight, Inc.

2100 Main Street, Suite 400, Irvine
Irvine, California 92614.
HireRight can be contacted at 800-400-2761

Background Information Services, Inc. (BIS Inc)

1800 30th Street, Suite 204
Boulder, Colorado, 80301
BIS can be reached at 303-442-3960
Toll Free 800-433-6010

Any such Background Check Reports may contain information bearing on my character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include but are not limited to: credit reports (for certain employment positions only), social security number verification, criminal records checks, public court records checks, driving records checks, educational records checks, verification of employment positions held, workers compensation records, personal and professional references checks, licensing and certification checks, etc. The information contained in these Background Reports may be obtained by the agencies listed from private and/or public record sources, including sources identified by me in my job application or through interviews or correspondence with my past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances.

The nature and scope of any investigative consumer reports that may be requested is explained above. You are nonetheless entitled to request more information about the nature and scope of such reports by submitting a written request to the University at: **University of Colorado at Boulder Human Resources Office, Campus Box 565, Boulder, Colorado, 80309.**

I acknowledge that the University has with this form provided me a summary of my rights under the Fair Credit Reporting Act in a form issued by the Federal Trade Commission and entitled “Summary of Your Rights Under the Fair Credit Reporting Act” located at <http://www.ftc.gov/bcp/online/pubs/credit/fcrasummary.pdf>. If I am presently a resident of California, Maine or New York, I have reviewed the additional state law disclosure information attached.

By my signature below, I expressly authorize and instruct the consumer reporting agency to perform and release to the University a Background Check Report(s) on me at the request of the University in conjunction with my job application. I understand that if the University hires me, my consent will apply throughout my employment to the extent permitted by law, unless I revoke or cancel my consent by sending a signed letter or statement to the University.

I understand that, to the extent allowed by law, information contained in my job application or otherwise disclosed by me before, during or after my employment may be utilized for the purpose of obtaining Background Check Reports.

By my signature below, I also authorize the disclosure to the consumer reporting agency information concerning my employment history, earning history, education, credit history, credit capacity and credit standing, motor vehicle history and standing, criminal history, and all other information the consumer reporting agency deems pertinent by any individual, corporation or other private or public entity, including without limitation the following: employers; learning institutions; including colleges and universities; law enforcement agencies; federal, state and local courts; the military; credit bureaus; motor vehicle records agencies; and other applicable sources.

I further acknowledge that a telephone facsimile (FAX) or photographic copy of this release will be as valid as the original.

I understand that any false statements or deliberate omissions on this document or any other document I file with UCB may be grounds for disqualification from employment/admission or, if discovered after I have been admitted or employment begins, could result in discipline up to and including my termination of employment/enrollment.

For residents of California, Minnesota and Oklahoma only: You will be provided with a free copy of any consumer reports or investigative consumer reports on you if you check the box below.

I wish to receive a free copy of any Background Check Report on me that is requested.

Applicant/Employee Last Name _____ **First** _____ **Middle** _____

Maiden Name _____ **Alias** _____

Position or program applied for _____

Social Security # _____ **Date of Birth** (for ID purposes only) _____

Present Address _____

City/State/Zip _____

Driver's License # _____ **State** _____

Telephone Number _____ **E-Mail Address** _____

Applicant/Employee Signature _____ **Date** _____

Please respond to the following questions in the most complete and accurate manner possible. Do not identify convictions for which the criminal record has been expunged or sealed by the court. For purposes of the following questions, a "conviction" means guilty verdict, guilty plea or Nolo Contendere ("No Contest") plea.

Have you ever been convicted of a felony? No _____ Yes _____

If yes, please give details including date, state/county court in which conviction was entered, type of felony, etc.

Have you ever been convicted of a misdemeanor? No _____ Yes _____

If yes, please give details including date, state/county court in which conviction was entered, type of misdemeanor, etc.

** I have read the Background Disclosure and Authorization form and understand my rights. Initial _____

** I have been provided a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act." Initial _____

ADDITIONAL STATE LAW NOTICES

If you currently live in the state of California, Maine or New York, please review these additional notices.

CALIFORNIA: You may view the file maintained on you by HireRight during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at HireRight's offices in person, during normal business hours and on reasonable notice, or by mail; you may also receive a summary of the file by telephone. HireRight has trained personnel available to explain your file to you, including any coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

MAINE: You have the right upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from the University, within five business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such consumer reporting agencies copies of any such investigative consumer reports.

NEW YORK: You have the right, upon written request, to be informed of whether or not a consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report.

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051