***DISCLAIMER: This document is intended for instructional purposes only and is not intended as legal advice. We recommend you consult with an attorney to review this document and the attached state disclosure regarding your organization’s compliance with the California Investigative Consumer Reporting Agencies Act (Civil Code § 1786 et seq.) related to your employment background screening.***

**DISCLOSURE REGARDING INVESTIGATIVE CONSUMER REPORTS AS REQUIRED BY CALIFORNIA LAW**

Please be advised that [insert company name] (the “Company”) will procure one or more investigative consumer reports about you for employment purposes, including for decisions regarding hiring, promotion, reassignment, or retention as an employee. Such reports may include information on your character, general reputation, personal characteristics, and mode of living.

The investigation will be conducted by:

[Insert CRA, address, toll-free telephone number and website]

Website:

The nature and scope of the report may include criminal history checks and other public records, educational verification, employment verification, and motor vehicle records and the reports will be used for employment screening purposes.

**AUTHORIZATION FOR INVESTIGATIVE CONSUMER REPORTS**

By signing below, I hereby authorize the Company to procure investigative consumer reports concerning me for employment purposes at all times prior to my employment and, if I am hired/employed, throughout the duration of my employment, as permitted by law and unless revoked by me in writing.

Check the box if you would like to receive a copy of the investigative consumer report, free of charge, if one is obtained by the Company. □

|  |  |
| --- | --- |
| Signature: | Print Name (including middle name): |
| Date: |  |

**NOTICE – BACKGROUND INVESTIGATION**

**CALIFORNIA RESIDENTS**

This summary of the provisions of California Civil Code section 1786.22 is being provided to you pursuant to state law.

Your employer intends to obtain information about you from an investigative consumer reporting agency, as defined under California law, for employment purposes.

Under California law you are entitled to visually inspect all files maintained about you by an investigative consumer reporting agency (ICRA), such as [insert CRA], upon request and presentation of proper identification during normal business hours and on reasonable notice as follows:

* **In person**. You may request a copy of your file. The ICRA may charge you for the actual copying costs associated with providing you with a copy of your file.
* **By telephone**. A summary of all information contained in the ICRA’s file about you will be provided to you via telephone, if you have made a written request for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
* **By certified mail.** You may make a written request for copies to be sent to a specified addressee. ICRA’s complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA.

“Proper Identification” includes documents such as a valid driver’s license, social security account number, military identification card, and credit cards. If an ICRA is unable to reasonably identify you on the basis of these documents, they may require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person’s presence.