

IMPORTANT NOTICE:

Infortal does not provide legal advice and nothing on our website should be construed as such. Further details are necessary for a complete understanding of how these forms are to be used. Viewers are encouraged to consult legal counsel to obtain advice on how to comply with the background checking laws applicable in their State.

SAMPLE CERTIFICATION

[Insert Company Name] ("Company") requests an investigative consumer report, a consumer report and/or a credit report for _____ **[insert name of applicant/employee]** for employment purposes. In connection with this request, Company certifies it has provided a written disclosure to the consumer that includes notice to the consumer of his/her right to receive a copy of the report and provides a checkbox for the consumer to request a copy. The Company further certifies that the consumer has authorized Company's procurement of the report. In addition, the Company certifies that it will comply with the statutory requirements regarding provision of the report to the consumer when required and adverse action procedures. Company also certifies that it will use the information in the report for employment purposes only and will not use the information in violation of any applicable federal or state equal employment opportunity law or regulation.

Authorized Signature _____ Date _____
[Insert Name of Appropriate Person]
[Insert Title of Appropriate Person]