

**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 PRE-ADVERSE ACTION DISCLOSURE**

**[Date]**

**[Applicant/Employee]**

**[Address]**

Dear **[Applicant/Employee]**:

As part of your application for **[employment/promotion/other]** with **[insert company name]** ("Company"), you authorized a background check to be completed by Company or an outside agency retained by Company.

We are currently in the process of reviewing the investigative consumer **[and consumer credit]** report[s] we received and may decide to eliminate you from further consideration for **[employment/promotion/other]** based in whole or in part on the information contained in that report. Enclosed is a copy of the investigative consumer **[and consumer credit]** report[s], together with a summary of your consumer rights as required by the federal Fair Credit Reporting Act.

**[Optional:** Company's policy is to give **[an applicant/a current employee]** \_\_\_ days **[insert amount of time]** to review the information contained in the consumer report before a final decision is made. If you can prove that the information contained in the consumer report is inaccurate within this time frame, please let us know.]

Sincerely,

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**[Insert Name of Appropriate Person]**

**[Insert Title of Appropriate Person]**