

## RELEASE DISCLOSURE AND AUTHORIZATION

**\*\*MANAGERS/SUPERVISOR/DESIGNATE MUST COMPLETE THIS SECTION\*\***

Dept \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_  
 Classified \_\_\_\_\_ Unclassified Mgmt \_\_\_\_\_ Contractual \_\_\_\_\_ Hourly \_\_\_\_\_ Volunteer \_\_\_\_\_ Other \_\_\_\_\_  
 Report to run: SSN\*/Criminal \_\_\_\_\_ MVR \_\_\_\_\_ Not at time of hire \_\_\_\_\_ Other \_\_\_\_\_  
 Report to be ordered by: Applicant via Applicant (complete only name fields below) \_\_\_\_\_ or Dept Liaison via  
 Recruiter can (complete all fields below) \_\_\_\_\_ Other (complete all fields below) \_\_\_\_\_  
 Provided Summary of Rights under the Fair Credit Reporting Act \_\_\_\_\_

In connection with my application for employment (including contract for services) and/or volunteerism or at any time during my employment, contract, or volunteerism, I agree to allow and hereby authorize the City of Fort Collins to procure and Premier Employment Screening Services (or other firms retained by the City) to compile a consumer report or investigative consumer report on me. This report may include information as to my character, reputation, mode of living, criminal history, military service, education, academic credentials, qualifications, employment history (including job performance, experience, volunteer history, work habits and reason for termination), personal characteristics, credit and indebtedness, and motor vehicle driving record. This report may contain information from various public and private sources, including without limitation, corporations, courts and law enforcement agencies at the federal, state or local level, courts record repositories, credit bureaus, departments of motor vehicles, past or present employers, past or present organizations where volunteering occurred, educational institutions, governmental licensing or registration entities, the military, business or personal references, and any other source required to verify information that I have voluntarily supplied. Additionally, Sections 382.413, 391.23, & 391.25 of the Federal Motor Carrier Safety Regulations may require a report for certain positions. I understand that I have the right to request additional disclosures as to the nature and scope of the investigative consumer report. Medical and worker's compensation information will only be requested in compliance with the Federal Americans with Disabilities Act (ADA) and/or any other applicable state laws.

I understand that this report is subject to a federal law, The Fair Credit Reporting Act (FCRA), and that I have been provided with a copy of "A Summary of Your Rights under the Fair Credit Reporting Act." According to the FCRA, I am entitled to know if employment is denied because of information contained in a consumer report and if employment is denied, I will be notified and provided with the name and address of the consumer-reporting agency (also indicated below).

By signing below, I agree to allow and hereby authorize, empower and release from all liability, without reservation, any party, person or agency including, without limitation, present and former employers, present or former organizations where volunteering occurred, credit bureaus, educational institutions, corporations, courts and law enforcement agencies at the federal, state or local level, courts record repositories, departments of motor vehicles, educational institutions, the military and licensing or registration entities, contacted by Premier Employment Screening Services (or other firm retained by the City) to release information about me, including, without limitation, any of the information described above. I agree that a fax, photocopy or electronic reproduction of this authorization is to be considered and accepted with the same authority as the original. This authorization is valid and effective for entire employment/volunteer relationship with the City and the City may procure multiple reports during the course of my employment/volunteer status based on this authorization. The City's Personnel Policies and Procedures, Section 3.2.7, Background Checks for Volunteer Positions of Trust requires a background investigation to be done not less than once each year for volunteers in such positions.

**PLEASE PRINT:**

Last Name	First Name	Middle Initial
Other Name(s) Used (attach additional sheet(s) if necessary)	Date(s) You Stopped Using Other Name(s)	
Current Street Address	City	State
Date of Birth	County	Zip Code
Current Driver License Number	Social Security Number*	
Applicant's Signature (AND Legal Guardian Signature if applicable)	State of Issue	Expiration Date
	Today's Date	

**PREVIOUS OUT-OF-STATE ADDRESS(ES) IN THE PAST SEVEN (7) YEARS:**

1.	Address	City	County	State	Zip Code
2.	Address	City	County	State	Zip Code

**For HR Use Only**  
 Provided Bureau Results to \_\_\_\_\_ Date \_\_\_\_\_ Okay to Hire \_\_\_\_\_ Initials \_\_\_\_\_  
 Comments: \_\_\_\_\_

\*Providing your social security number is mandatory and essential in order to conduct a background check for employment/volunteer purposes.

# A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the [complete text of the FCRA](#), 15 U.S.C. §§1681-1681u. The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.

- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

**FOR QUESTIONS OR CONCERNS REGARDING**

CRAs, creditors and others not listed below

National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)

Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)

Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)

Federal credit unions (words "Federal Credit Union" appear in institution's name)

State-chartered banks that are not members of the Federal Reserve System

Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission

Activities subject to the Packers and Stockyards Act, 1921

**PLEASE CONTACT**

Federal Trade Commission

Consumer Response Center- FCRA

Washington, DC 20580 \* 202-326-3761

Office of the Comptroller of the Currency

Compliance Management, Mail Stop 6-6

Washington, DC 20219 \* 800-613-6743

Federal Reserve Board

Division of Consumer & Community Affairs

Washington, DC 20551 \* 202-452-3693

Office of Thrift Supervision

Consumer Programs

Washington D.C. 20552\* 800- 842-6929

National Credit Union Administration

1775 Duke Street

Alexandria, VA 22314 \* 703-518-6360

Federal Deposit Insurance Corporation

Division of Compliance & Consumer Affairs

Washington, DC 20429 \* 800-934-FDIC

Department of Transportation

Office of Financial Management

Washington, DC 20590 \* 202-366-1306

Department of Agriculture

Office of Deputy Administrator-GIPSA

Washington, DC 20250 \* 202-720-7051