



**INVESTIGATION AUTHORIZATION (RELEASE) & ORDER FORM**

Under the applicable provisions of the federal Fair Credit Reporting Act (FCRA), notice is hereby given that a consumer report or investigative consumer report may be made which may include information pertaining to your employment history, educational accomplishments, criminal record, driving record, credit history, character, general reputation, and personal characteristics. This report may also include information pertaining to a commercial driver's license and commercial driving work history which, under provisions of the United States Department of Transportation, can include inquiries into drug and alcohol testing and use. An investigation into your workers' compensation and/or industrial accident background may also be conducted according to the provisions of the Americans with Disabilities Act (ADA). This entire report will be used for employment purposes only, and will be processed by LABORCHEX Companies, an employment screening service, 2506 Lakeland Drive #200, Jackson, MS 39232, 800-880-0366. LABORCHEX conducts business according to all applicable federal and state laws. LABORCHEX agrees to use its best and most precise efforts to furnish its clients (a "client" is defined as a business, company, or organization which contracts with LABORCHEX to provide employment screening services to them) with accurate, current, complete, and reliable information based on such information as it is reasonably available and obtained via applicable public records sources and/or information services utilized by LABORCHEX. Sources also include contact by phone, FAX, U.S. Mail, and electronic mail of an applicant's previous employers, education officials, and other individuals who can provide accurate verification and confirmation of the applicant's background. However, LABORCHEX cannot guarantee the accuracy of the information provided by these sources, which include courts, public record databases, commonly accepted information sources, and individuals, including previous employers..

You are further advised that LABORCHEX does not counsel its clients regarding their hiring policies and procedures. LABORCHEX will not have any knowledge as to why you have been offered a position or the reasons why you were denied employment, and will not be responsible or liable for actions taken by its client. Under the provisions of the FCRA, you have the right to dispute information provided in a report and, after providing proper identification, you can request a copy of such report(s), including details about the sources of information. Such information will be provided to you at no cost within 30 days after receiving your request. This information will be provided by the company, business, or organization at which you applied for employment. Upon your request, LABORCHEX will provide additional details regarding your employment screening report, particularly the names of specific resources used to gather information, such as courts, public record databases, commonly accepted data sources and individuals.

PRIVACY NOTE: LABORCHEX does not distribute details of employment applications or results to anyone other than the client that requested the background investigation. Information provided by applicants is held by LABORCHEX in strict confidence according to all federal laws.

**I, the undersigned, have read and fully understand the above notice. I hereby authorize LABORCHEX to investigate my employment history, educational accomplishments, criminal record, driving record, credit history, character, general reputation, personal characteristics, and information pertaining to a commercial driver's license and commercial driving work history, including inquiries into drug and alcohol testing and use. I authorize LABORCHEX to verify the facts stated by me on the attached application and/or resume. I agree not to hold LABORCHEX responsible in any manner for errors in information provided to LABORCHEX by any of the sources LABORCHEX uses to obtain such information about my employment history, educational accomplishments, criminal record, driving record, credit history, character, general reputation, and personal characteristics. I also agree not to hold LABORCHEX responsible for reports deemed by me to be incorrect, when LABORCHEX has, in good faith and according to its established lawful practices, based its information on sources it normally utilizes, such as those listed above.**

Date: \_\_\_\_\_ Print Name: \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Soc. Sec.#: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth (for criminal and driving record checks only): \_\_\_\_\_ DL#: \_\_\_\_\_ State \_\_\_\_\_

**BELOW IS FOR COMPANY USE ONLY**

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_

**CHECK SCREENINGS REQUIRED FOR THIS APPLICANT**

- \_\_\_\_\_ Previous Employment Verification\*
- \_\_\_\_\_ Education Verification\*
- \_\_\_\_\_ D.O.T. (Special Screening for Commercial Drivers)\*
- \_\_\_\_\_ Professional/Personal References\*
- \_\_\_\_\_ Professional License & Credential Check\*
- \_\_\_\_\_ Official Education Transcripts
- \_\_\_\_\_ CrimeChex Multi-State Criminal/Sex Offender Check
- \_\_\_\_\_ Other Criminal Record Checks, list here:
- \_\_\_\_\_ Federal Violations Criminal Record Check in all Federal District Courts
- \_\_\_\_\_ Driving Record Check
- \_\_\_\_\_ Workers' Compensation Claims
- \_\_\_\_\_ Employment Credit Report
- \_\_\_\_\_ National Address Search & Social Security # Validation

\*If you are not using the website to place orders for these levels of screening, please include the completed job application in your FAX to LABORCHEX.

Signature of Official Authorizing Investigation \_\_\_\_\_