

INSERT  
COMPANY  
NAME HERE

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**DISCLOSURE: OBTAINING AN INVESTIGATIVE CONSUMER REPORT  
PURSUANT TO 15 U.S.C. 1681d(a)**

As part of its employment application process, [Name of Company], may obtain an investigative consumer report for employment purposes. This may include information as to your character, general reputation, personal characteristics, and mode of living.

You have the right to request additional disclosures from [Name of Company] under the Fair Credit Reporting Act. Upon your written request, made within a reasonable time, [Name of Company] will send you information regarding the nature and scope of investigation within five days of receiving your written request. You may have additional rights under federal law, as summarized in the enclosed notice.

This disclosure is made pursuant to the Fair Credit Reporting Act, 15 U.S.C. §1681d(a).

Note: The FCRA requires that a consumer must be notified in writing of the intent to obtain an investigative consumer report not later than three days after the date on which the report was first requested, and such notification must include a statement informing the consumer of the right to request additional disclosures and a written summary of the consumer's rights.

*The information in this form is not intended as legal advice. Legal advice should be sought from your attorney. OPENonline does not guarantee the completeness, sufficiency, or accuracy of the information contained in the form. It may be desirable to adapt the foregoing to fit your specific situation.*