



*To apply for your background check please follow the directions below:*

1. Download background check form
2. Complete form thoroughly and legibly.
3. Complete registration for background and email a copy of form and copy of Driver's License or ID to [Background@3CSMobile.org](mailto:Background@3CSMobile.org)

*Any missing information, incorrect information, unreadable information or non-payment for services will delay the background screening process. All forms are to be a current 3CS background form.*



# Duke Background Check

Fill-Out Completely and Email Form to [Background@3CSMobile.org](mailto:Background@3CSMobile.org)

Student ID#: \_\_\_\_\_ Gender: \_\_\_\_\_

Company: \_\_\_\_\_ P.O.#: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_

Other Names Known By: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

SSN: \_\_\_\_\_ Date Of Birth: \_\_\_\_\_

### Current Address

Street: \_\_\_\_\_ Apt. # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip \_\_\_\_\_ Number of Years: \_\_\_\_\_

### Previous Address

Street: \_\_\_\_\_ Apt. # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip \_\_\_\_\_ Number of Years: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_

-or-

State Issued ID#: \_\_\_\_\_ State: \_\_\_\_\_

Have you lived or worked outside of the United States? (Yes or No) \_\_\_\_\_

(Additional Charges May Apply)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Disclosure Regarding Employment Background Report

**Third Coast Safety Council** may obtain from InfoMart a consumer report and/or an investigative consumer report that contains background information about you in connection with your employment or employment application. If you are hired, to the extent permitted by law, **Third Coast Safety Council** may obtain from InfoMart further reports throughout your employment for an employment purpose without providing further disclosure or obtaining additional consent.

The REPORT may contain information about your character, general reputation, personal characteristics and mode of living. The REPORT may include, but is not limited to, credit reports and credit history information; criminal and other public records and history; public court records (e.g., bankruptcies, tax liens and judgments); motor vehicle and driving records; educational and employment history, including professional disciplinary actions; drug/alcohol test results; and Social Security verification and address history, subject to any limitations imposed by applicable federal and state law. This information may be obtained from public record and private sources, including credit bureaus, government agencies and judicial records, former employers and educational institutions, and other sources.

If an investigative consumer REPORT is obtained, in addition to the description above, the nature and scope of any such REPORT will be employment verifications and references, or personal references.

### Authorization to Obtain Employment Background Report

I have read the Disclosure Regarding Employment Background Report provided by **Third Coast Safety Council** and this Authorization to Obtain Employment Background Report. By my signature below, I hereby consent to the preparation by InfoMart a consumer reporting agency of background reports regarding me and the release of such reports to **Third Coast Safety Council** and its designated representatives, to assist EMPLOYER in making an employment decision involving me at any time after receipt of this authorization and throughout my employment, to the extent permitted by law. To this end, I hereby authorize, without reservation, any state or federal law enforcement agency or court, educational institution, motor vehicle record agency, credit bureau or other information service bureau or data repository, or employer to furnish any and all information regarding me to **Third Coast Safety Council** and/or **EMPLOYER** itself, and authorize InfoMart to provide such information to **Third Coast Safety Council**. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

I acknowledge receipt of a copy of the Consumer Financial Protection Bureau's "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT."

\_\_\_\_ I authorize InfoMart and its agents to contact my current/past employer, if necessary, to verify my employment.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please note the following information is for educational purposes only and does not constitute legal advice. The Summary of Rights and State Law Disclosures must be provided apart from the disclosure paragraph. Please consult with counsel prior to using this form as part of your screening process.

# A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escriba a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such agencies that sell information about check writing histories, medical records, and rental history records). **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to : Consumer Financial Protection Bureau 1700 G Street N. W., Washington, DC 20552.**

**You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, of employment — or to take another adverse action against you — must tell you, and must give you the name, address, and phone number of the agency that provided the information.

**You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- A person has taken adverse action against you because of information in your credit report
- You are a victim of identity theft and place a fraud alert in your file
- Your file contains inaccurate information as a result of fraud
- You are on public assistance
- You are unemployed but expect to apply for employment within 60 days

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

**You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

**You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures. Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Incomplete, inaccurate, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.