

Please note: Sample documents should NOT be construed as legal advice, guidance or counsel. Employers should consult their own attorney about their compliance responsibilities under the FCRA and applicable state law. Orange Tree Employment Screening expressly disclaims any warranties or responsibility for damages associated with or arising out of information provided.

Disclosure Regarding Consumer Report

Please be advised that [Client Name], the Company, may use Orange Tree Employment Screening, LLC (a Consumer Reporting Agency) to obtain a Consumer Report for employment purposes.

A "Consumer Report" is: any written, oral or other communication of any information by a Consumer Reporting Agency bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living, which is used or expected to be used or collected in whole or in part for the purpose of service as a factor establishing the Consumer's eligibility for employment purposes.

[This is a stand-alone document]

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Disclosure Regarding Investigative Consumer Report

Please be advised that [Client Name], the Company, may use Orange Tree Employment Screening, LLC (a Consumer Reporting Agency) to obtain an Investigative Consumer Report for employment purposes.

An "Investigative Consumer Report" is defined as: a Consumer Report or portion thereof in which information on a Consumer's character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, or associates of the Consumer reported on or with others with whom the Consumer is acquainted or who may have knowledge concerning any such items of information.

[This is a stand-alone document]

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Authorization Regarding Consumer Report or Investigative Consumer Report

I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by [Client Name] the Company at any time after receipt of this authorization and throughout my employment, if applicable and where allowed by law. To this end, I hereby authorize any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, or employer to furnish any and all background information requested by Orange Tree Employment Screening, 7275 Ohms Lane, Minneapolis, MN 55439, 800-886-4777, www.orangetreescreening.com/privacy-policy, their agents, and/or the Company itself. A photocopy of this document may be substituted for the original. I hereby authorize Orange Tree Employment Screening to affix my proxy signature in the furtherance of obtaining said reports.