



Services Request Form

Tel: 713.880.3693 \* 888.636.3693  
 Fax: 713.880.3694 \* 888.636.3694

Organization Name: <b>ROCKWALL PARD</b>	Requested By:
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Date:	Telephone Number:	Fax Number:
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<p><b>Authorization For Release of Information:</b>          In connection with my application to provide services for this organization, I fully understand that this release acknowledges that this organization may now, or at any time while I am providing services, request a consumer report containing information for verification of background and personal character. I authorize and request all persons, schools, businesses, corporations, courts, law enforcement, armed forces, employment commissions, and all government agencies to release the abstract of driving records and/or said information without restriction or qualification. I authorize a Photostat of this release to be considered as effective and valid as the original.</p> <p>This release shall be limited in its scope or purpose for reasons of business necessity. All results will be proprietary and kept confidential and will not be provided to any parties other than this organization or its legal representatives or as required by law. I hereby declare the answers to the questions on my application and any attachments to be true and correct; that any misstatement of fact or omission may be the basis for rejection or revocation of my application. I have the right, with proper identification to dispute the accuracy or completeness of any information contained in my report/files. Kress Employment Screening does not make or recommend approval decisions pertaining to my consumer report. To obtain a copy of my report or contest the content, I may call 1-888-636-3693.</p> <p>This organization is an Equal Opportunity Employer and does not discriminate as to race, color, gender, national or religious origin, age, or disability. I authorize Kress Employment Screening to provide the results of my consumer report to this organization or its representatives. I further release this organization and Kress Employment Screening, their officers, employees, and agents from any and all liability arising from the results and preparation of my consumer report. I have read or have had read to me this release form and I understand, consent, and agree to authorize the execution of this release in full by my signature this date.</p>	<p><u>Services Requested:</u>  <input checked="" type="checkbox"/> <b>Rockwall PARD</b>          Current County Criminal          Texas Statewide Criminal          Texas Registered Sex Offend.</p>
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Signature:	Date:	Witness:
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<b>To Be Completed By Applicant (Addresses Last Seven (7) Years</b>	First Name:	Middle:	Last Name:	Maiden Name:
	Social Security Number:		Gender:	Date of Birth:
	Driver's License Number:		State:	Position:
	Current Address:	City:	State:	How Long?
	Previous Address:	City:	State:	How Long?
	Previous Address:	City:	State:	How Long?
	Previous Address:	City:	State:	How Long?

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

The Federal **FCRA** (Fair Credit Reporting Act) is designed to promote accuracy, fairness and privacy of information used in the process of both granting *Credit* and providing *Consumer Reports* for employment purposes. Information is supplied from or gathered from public record sources, credit grantors and other credit reporting agencies that organize and store information for distribution to credit grantors, employers and insurers who are making credit and employment and insurance decisions about you. The FCRA gives suppliers and users of credit information and credit reporting agencies specific responsibilities in connection with their respective roles in the credit granting and reporting process. The FCRA also gives you specific rights in dealing with these entities, are summarized below. You can find the complete text of the FCRA, 15 U.S.C. 1681 et seq., at the Federal Trade Commission's web site (<http://www.ftc.gov>). 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 more about your rights under the law.

**Access to your file is limited.** Your file may only be accessed by those that have a permissible purpose recognized by the FCRA, usually to consider an application you have submitted to a creditor, insurer, employer, landlord, or other business, or to consider you for an unsolicited offer of credit.

**Your consent is required for reports that are provided to employers or that contain medical information.**

A consumer-reporting agency may not give a report about you to your employer, or prospective employer, without your written consent. A consumer reporting agency may not report medical information about you to your creditors, insurers, or employer without your permission.

**You can find out what is in your file.** Upon request, with proper identification, a consumer-reporting agency must give you all the information in your file and a list of everyone who has requested information on you. However, you are not entitled to any information concerning "risk scores", "credit scores" or any other economic predictors that are in your file. There is no "charge" for the report if a third party used the information in your file to take unfavorable action toward you and you can request a copy of the report within sixty (60) days of receiving notice that the information in your file was used by a third party unfavorably. You are also entitled to one (1) "free" report every twelve (12) months upon your request if you certify that (1) you are unemployed and plan to seek employment within sixty (60) days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a consumer-reporting agency may charge you a fee of up to eight dollars (\$8.00).

**You must be told if information in your file was a factor considered by a third party who took unfavorable actions toward you.** Upon your request, anyone who considers information from a consumer reporting agency and who takes unfavorable actions toward you, such as denying an application for credit, insurance, or employment, must give you the name and phone number of the consumer reporting agency that provided the information. Keep in mind that the third party, not the consumer-reporting agency, will be able to provide you with the reason for the unfavorable action.

**You can dispute inaccurate information with the consumer-reporting agency.** If you tell a consumer reporting agency that your file contains inaccurate information, the consumer reporting agency must reinvestigate the items 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 consumer-reporting agency. (While usually provided within thirty (30) days, the source must also advise any national consumer-reporting agency to which it provided data inclusive of any error). The consumer-reporting agency must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the consumer reporting agency investigation does not resolve the dispute, you may add a brief statement to your file. The consumer-reporting agency must normally include a summary of your dispute 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 consumer reporting agency must remove inaccurate information from its files, usually within thirty (30) days after you dispute it. However, the consumer reporting agency 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 consumer reporting agency cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the consumer reporting agency must give a written notice telling you its reinstated 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 the third party who furnished the information to a consumer-reporting agency that you dispute an item, it may not then report the information to a consumer-reporting agency 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 consumer reporting agency may not report negative information that is more than (7) years old (ten (10) years of bankruptcy) unless you make in excess of \$75,000 annually then the report may exceed the seven (7) year period.

**You may choose to exclude your name from the consumer reporting agency lists for unsolicited and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit insurance. Such offers must include a toll "free" number, and it must keep you off the list for two (2) years. At you request in writing to the consumer-reporting agency you may have your name and address removed indefinitely.

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

**The FCRA provides several different federal agencies authority to enforce the provisions of the FCRA.**

For questions or concerns regarding the proper agency call or write to:

Federal Trade Commission  
Bureau of Consumer Protection – FCRA  
Washington, DC 20580  
202/326-3761

**To dispute any item in your consumer report or to obtain a FREE copy of your report you may call toll free 1-888/636-3693 or you may write to the following consumer reporting agency. (When making your request in writing you must include your complete name, address, phone number, social security number, a legible Photostat copy of your drivers license and, if applicable, the detail of your dispute).**

Consumer Department  
Kress Employment Screening  
320 Westcott, Suite 108  
Houston, TX 77007-7045

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