

## AUTHORIZATION TO OBTAIN CONSUMER REPORT

The following is information required in order for Guthrie Public Schools to obtain a complete consumer report:

Full Legal Name : \_\_\_\_\_  
*(First Name, Full Middle Name, Last Name)*

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

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

Email Address : \_\_\_\_\_ Gender\*: M/F Race\*: \_\_\_\_\_

Social Security Number : \_\_\_\_\_ Date of Birth\*: \_\_\_\_\_

Driver's License Number : \_\_\_\_\_ Issuing State : \_\_\_\_\_ Exp. Date : \_\_\_\_\_

Other or Former Names : (AKA, Maiden Names, Married Names, Surnames, Etc.) \_\_\_\_\_

**Your signature below indicates the following:**

- 1) You authorize, without reservation, Trak-1 or any third party to obtain and/or furnish to Guthrie Public Schools any records or information referenced in the provided disclosure statement for employment related purposes;
- 2) You authorize ongoing procurement of any records or information, reports and records at any time during your employment to the extent allowed by law;
- 3) You authorize the use of a fax or photocopy of this authorization as having the same authority as the original;
- 4) You authorize and request, without reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency or other entity, person or agency having knowledge about you to furnish Guthrie Public Schools and/or Trak-1 with any and all background information in their possession regarding you for these stated employment purposes;
- 5) You understand and agree that in connection with your employment your consumer report information, whether investigative or otherwise, may be shared with and/or reviewed by all applicable parties involved in the hiring process;
- 6) You have read and fully understand the foregoing disclosure and this authorization.
- 7) You certify that all the information you have provided on this form is true, complete, correct and accurate; and
- 8) You certify you have received, reviewed and understand the "Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. § 1681 et seq.) which is published by the Federal Trade Commission to help you know your rights.

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

\*This information will be used for background screening purposes only.

Check this box if you are a Minnesota, Oklahoma, or California applicant, and you would like to receive a copy of your consumer report, if one is obtained. For California applicants only: a copy of your report will be sent to you by the above-referenced employer within three business days beginning on the date of receipt by the employer. For Minnesota applicants only: the consumer reporting agency shall furnish a copy of your consumer report within twenty-four hours of providing it to the above-referenced employer. For Oklahoma residents only: the consumer reporting agency shall furnish a copy of your consumer report.

**CALIFORNIA APPLICANTS:** Pursuant to §1786.22 of the California Civil Code, you may view the file maintained on you by Trak-1 during normal business hours. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also receive a summary of the file by telephone upon production of adequate identification. Trak-1 is required to have trained personnel available to explain your file to you and any coded information contained therein. You may appear in person alone or with another person of your choice, provided that this additional person furnishes proper identification. California Civil Code section 1786.16(2) requires disclosure and authorization to be signed by an applicant or current employee each time a background check is performed for employment purposes. This requirement does not apply in situations where the employer has a suspicion of wrongdoing or misconduct by a current employee.

**MAINE APPLICANTS:** Pursuant to Maine state law, §1317(2), Trak-1 is required to reinvestigate any consumer dispute made by a consumer residing in the state of Maine within 21 calendar days of notification of the dispute by the consumer.