Sample documents should NOT be construed as legal advice, guidance or counsel. Organizations should consult their own attorney about their compliance responsibilities under the FCRA and applicable state law. Validity Screening Solutions expressly disclaims any warranties or responsibility or damages associated with or arising out of information provided. Organizations seeking credit reports must provide additional notices pursuant to state law.

SAMPLE ADVERSE ACTION NOTIFICATION

Date

NAME
ADDRESS
CITY, ST ZIP

Dear _____:

We regret to inform you that [Organization] **[(... is unable to offer you employment), or (... will terminate your employment effective _____), or (... has decided not to offer you a promotion)]**.*

This decision was based in whole or in part on information contained in a report, including the following specific items contained in the report from Validity Screening Solutions, PO Box 25406, Overland Park, KS 66225-5406, (866) 915-0792, www.validityscreening.com: [Identify specific items]. A copy of this report was previously given to you. The agency did not make this employment decision and is unable to supply you with specific reasons why the decision was made. Under Section 612 of the Fair Credit Reporting Act, you have the right to obtain a free copy of the report if you submit a written request to the agency identified above no later than 60 days after you receive this notice. Under Section 611 of that Act, and state law you also have the right to dispute the accuracy or completeness of any information in the report by contacting the consumer reporting agency above.

MASSACHUSETTS APPLICANTS OR EMPLOYEES ONLY (THIS SECTION APPLIES ONLY IF THE REPORT REFERENCED ABOVE IS A CREDIT REPORT): You have the right to obtain a free copy of your credit report within sixty days from the consumer credit reporting agency which has been identified on this notice. The consumer credit reporting agency must provide someone to help you interpret the information on your credit report. Each calendar year you are entitled to receive, upon request, one free consumer report. You have the right to dispute inaccurate information by contacting the consumer credit reporting agency directly. If you have notified a consumer credit reporting agency in writing that you dispute the accuracy of information in your file, the agency must then, within thirty business days, reinvestigate and modify or remove inaccurate information. The consumer credit reporting agency may not charge a fee for this service. If reinvestigation does not resolve the dispute to your satisfaction, you may send a letter to the consumer credit reporting agency, to be kept in your file, explaining why you think the record is inaccurate. The consumer credit reporting agency must include your statement about the disputed information in a report it issues about you.

CALIFORNIA APPLICANTS OR EMPLOYEES ONLY (THIS SECTION APPLIES ONLY IF THE REPORT REFERENCED ABOVE IS A CREDIT REPORT): You have the right to obtain a free copy of your credit report within 60 days from the consumer credit reporting agency which has been identified on this notice and from any other consumer credit reporting agency which compiles and maintains files on consumers on a nationwide basis. Under California law, you also have the right to dispute with the consumer reporting agency the accuracy or completeness of any information in the report.

Sincerely,
[Organization]
*Identify any adverse action taken on the basis of the consumer report