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 PRE-ADVERSE ACTION NOTIFICATION

Date

NAME
ADDRESS
CITY, ST ZIP

Dear _____:

You recently authorized [Organization] ("the Company") to obtain consumer reports and/or investigative consumer reports about you from a consumer reporting agency. The Company is considering taking action in whole or in part based on information in such report(s), including the following specific items identified in the report:

[Identify specific Items.

Enclosed please find (1) a copy of the report we obtained from Validity Screening Solutions, PO Box 25406, Overland Park, KS 66225-5406, (866) 915-0792, www.validityscreening.com (2) A Summary of Your Rights Under the Fair Credit Reporting Act, and if applicable, (3) Article 23-A of the New York Correction Law, (4) A Summary of Your Rights Under New Jersey Law, (5) A Summary of Your Rights Under Washington Law, and (6) a copy of the Company's Background Check Policy (MA only) and Information Concerning the Process for Correcting a Criminal Record in Massachusetts.

If you wish to dispute the accuracy of the information in the report directly with the consumer reporting agency (i.e., the source of the information contained in the report), you should contact the agency identified above directly.

We will evaluate the information in your report on an individualized case-by-case basis in accordance with the law and EEOC guidance. If you believe that there is additional information that may help us better evaluate your fitness for this position, please contact us immediately by calling _____. If we do not hear from you within [5 [7] days, we will make our hiring determination based on the information currently available to us.

In the event that an adverse employment action is taken based upon information contained in the pre-employment background screen, the Company will provide you notice of such action.

Sincerely,

[Organization]
Enclosures: A Summary of Your Rights Under the FCRA

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Remedying the Effects of Identity Theft
Consumer Report
Article 23-A of the New York Correction Law
A Summary of Your Rights Under New Jersey Law
A Summary of Your Rights Under Washington Law
Background Policy in Massachusetts
DCJIS information sheet in Massachusetts

VALIDITY
screening solutions
Go Directly to the Source