Sample documents should NOT be construed as legal advice, guidance or counsel. Employers should consult their own attorney about their compliance responsibilities under the Fair Credit Reporting Act and applicable state law. Validity Screening Solutions expressly disclaims any warranties or responsibility or damages associated with or arising out of information provided.

NOTICE REGARDING CREDIT CHECKS PER CITY OF NEW YORK LAW

In conjunction with my application for employment with [EMPLOYER] (the "Company"), I understand that the Company intends to obtain information for employment screening purposes from a consumer reporting agency (CRA). I understand that a consumer report may be obtained from the following CRA: Validity Screening Solutions, PO Box 25406, Overland Park, KS 66225, (913) 322-5999, https://validityscreening.com. A copy of their privacy policy may be requested.
Pursuant to Section 8 of the City of New York Administrative Code, the Company informs you that it may obtain a credit report about you from the above named CRA because you are seeking employment in the following position(s), or for the following reason(s):

- ☐ A position with (i) signatory authority over third party funds or assets valued at $10,000 or more, or (ii) fiduciary responsibility to the employer and authority to enter into financial agreements valued at $10,000 or more on behalf of the employer;
- ☐ A position with regular duties allowing an employee to modify digital security systems designed to prevent the unauthorized use of the employer's or client's networks or databases;
- ☐ A non-clerical position with regular access to trade secrets or national security/intelligence information;
- ☐ The employer is required to use an individual's consumer credit history for employment purposes under state or federal law/regulations or by a self-regulatory organization (as defined by the Securities Exchange Act of 1934);
- ☐ A position as a police officer or peace officer, or various positions with a law enforcement or investigative function at the Department of Investigation or subject to background investigation by the Department of Investigation;
- ☐ A position requiring bonding under federal, state, or city law (e.g., certain positions in finance);
- ☐ A position requiring security clearance under federal or any state law.

I acknowledge receipt of the Notice Regarding Credit Checks Per New York City Law and A Summary of Your Rights Under the Fair Credit Reporting Act and certify that I have read and understand these documents. I hereby authorize the Company to obtain a credit report from the above named CRA. I further acknowledge that a telephonic facsimile (FAX) or photographic copy of this authorization shall be as valid as the original.

_____
Printed Name

_____ _____
Today's Date Signature

SAMPLE