



Nanny Screening Authorization Forms

ORDERING INFORMATION

Complete the attached forms and return to Infotrack by fax – 866-520-8730

Instructions:

Pages 2 & 4 are to be completed by you.

Page 5, Applicant Authorization, is to be completed and signed by the person you are considering hiring.

Return pages 2, 4 & 5 to above fax number.

Contact Information:

Phone Number:

1-800-275-5594

Fax Number:

1-866-520-8730

In compliance with the FAIR CREDIT REPORTING ACT as amended by the CONSUMER CREDIT REPORTING REFORM ACT of 1996, (Subscriber) hereby certifies to INFOTRACK INFORMATION SERVICES, INC., that it will comply with the following provisions:

1. Subscriber will ensure that prior to procurement or causing the procurement of a consumer report or an investigative consumer report for employment purposes:

(a) A clear and conspicuous disclosure has been made In writing to the consumer at any time before the report is procured or caused to be procured, in a document that consists solely of the disclosure, that a consumer report may be obtained for employment purposes; and

(b) The consumer has authorized in writing the procurement of the report by the subscriber.

2. In using a consumer report or investigative consumer report for employment purposes, before taking any adverse action based in whole or in part on the report, the Subscriber shall provide to the consumer to whom the report relates:

(a) A copy of the report; and

(b) A description in writing of the rights of the consumer under the Act, a copy of Which is attached hereto ("Summary of Consumer Rights")

3. The Information from the consumer report or Investigative consumer report will not be used In violation of any applicable federal or state equal employment opportunity law or regulation.

Subscriber hereby acknowledges receipt of Summary of Consumer Rights.

Name of Subscriber: _____

Signature: _____

Title: _____

Date: _____

RETURN BY FAX TO: (888) 520-8750 OR IN ILLINOIS (847) 444-1166

Telephone (800) 275-5594 - *In Illinois* (847) 444-1177 Facsimile (888) 520-8750 - *in Illinois* (847) 444-1166

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed for bankruptcy – to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681 – 1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights as outlined below. 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 those rights.

- You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you – such as denying an application for credit, insurance, or employment – must tell you and give you the name, address and phone number of the CRA that provided the consumer report.
- You can find out what is in your file. At your request, a CRA must give you the information in your file and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information the CRA must investigate the items (usually within 30 days) 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 CRA. (The source also must advise national CRAs – to which it has provided the data – of any error). The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted and 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 CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA 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 CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted 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 anyone – such as a creditor who reports to a CRA – that you dispute an item they may not then report the information to a CRA 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 CAR may not report negative information that is more than seven years old, ten years for bankruptcies.
- Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA – usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll – free phone number for you to call if you want your name and address removed from future lists. If you call you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose you must be taken off the lists indefinitely.
- You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data violates the FCRA you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA

For questions or concerns regarding CRAs, creditors and others not listed below please contact:

Federal Trade Commission
Consumer Response Center – FCRA
Washington DC 20580 (202-326-3761)

National banks, federal branches / agencies of foreign banks
 (word "National" or initials "N.A." appear in or after bank's name)

Office of the Controller of the Currency / Compliance Management
Mall Stop 6-6
Washington DC 20219 (800-613-6743)

Federal Reserve System member banks (except national banks and federal branches / agencies of foreign banks)

Federal Reserve Board
Consumer and Community Affairs
Washington DC 20551 (202-452-3693)

Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in institution's name)

Office of Thrift Supervision – Consumer Programs
Washington DC 20552 (800-842-6929)

Federal credit unions (words "Federal Credit Union" appear in institution's name)

National Credit Union Administration
1775 Duke Street
Alexandria, VA 22314 (703-518-6360)

State – chartered banks that are not members of the Federal Reserve System

Federal Deposit Insurance Corp – Division of Compliance & Consumer Affairs
Washington DC 20429 (800-934-FDIC)

Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission

Department of Transportation
Office of Financial Management
Washington DC 20590 (202-366-1306)

Activities subject to the Packers and Stockyards Act 1921
Department of Agriculture – Office of Deputy Admin – GIPSA
Washington DC 20250 (202-720-7051)

CREDIT CARD PAYMENT AUTHORIZATION

I, _____ authorize
INFOTRACK INFORMATION SERVICES, INC. to charge my credit card
\$ ____.00 for services rendered in compiling a pre employment background
report on: _____

AUTHORIZATION TO CHARGE CREDIT CARD

CHOOSE ONE: VISA MASTER CARD AMERICAN EXPRESS

CREDIT CARD NUMBER: _____

EXPIRATION DATE: _____

NAME AS IT APPEARS _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____ FAX: _____

SIGNATURE: _____

DATE: _____

FAX BACK TO INFOTRACK

Telephone (800) 275-5594 - *In Illinois* (847) 444-1177 Facsimile (888) 520-8750 - *in Illinois* (847) 444-1166

Applicant Authorization to Release Records

(PLEASE PRINT)

Complete Name	Maiden / AKA
Number & Street	
City	State & Zip Code
Previous Address (if less than 7 years at current address)	State & Zip Code
Previous Address (if less than 7 years at above address)	State & Zip Code
Social Security Number	
Drivers License Number	State Issued
Birthdate	

Authorization

I hereby consent and authorize _____ and any of its agents, including InfoTrack Information Services, Inc. to secure information pertaining to my character and background. I understand that the information supplied by me can be utilized in conducting a background investigation which may include, but not be limited to, a consumer credit report, criminal history search, driving record history, and verification of any information provided on application form. I release from liability all persons, companies and corporations supplying information as a result of this investigation. I further release and indemnify the employer named above and InfoTrack Information Services, Inc., against any liability that might result from conducting these investigations.

Date _____ Signature of Applicant _____

This form must be dated and signed where indicated by an "X" to be processed.