

These 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, as well as applicable state and international laws. Owens OnLine LLC expressly disclaims any warranties, responsibilities, or damages associated with, or arising out of, information provided. Employers seeking credit reports must provide additional notices pursuant to state law.

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**INSTRUCTIONS FOR EMPLOYER: USE THIS PAGE WHEN
YOUR COMPANY IS, THE JOB IS,
OR THE APPLICANT RESIDES IN THE UNITED STATES**

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING DISCLOSURE]

DISCLOSURE REGARDING "CONSUMER REPORT" BACKGROUND INVESTIGATION

EMPLOYER COMPANY NAME ("Company") may obtain information about you for employment purposes from a third party consumer reporting agency. Thus, you may be the subject of a "consumer report," which may include information about your character, general reputation, personal characteristics, or mode of living. These reports may include information regarding your credit history, criminal history, identity verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. Credit history will only be requested if such information is substantially related to the duties and responsibilities of the employment position.

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and to request a copy of your report.

The consumer reporting agency preparing the report(s) is: Data Facts, (800) 813-4381, Fax: (901) 685-7351, 8000 Centerview Parkway Ste 400, Cordova, TN 38018, <https://www.datafacts.com>

The scope of this disclosure is all-encompassing allowing Company to obtain from any outside organization all manner of consumer reports throughout the course of your employment to the extent permitted by law.

Printed Name: _____

Signature: _____ Date: _____

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DISCLOSURE REGARDING "INVESTIGATIVE CONSUMER REPORT" BACKGROUND INVESTIGATION

EMPLOYER COMPANY NAME ("Company") may request an investigative consumer report about you from a third party consumer reporting agency, in connection with your employment or application for employment (including independent contractor or volunteer assignments, as applicable). An "investigative consumer report" is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without information obtained from personal interviews). The most common form of an investigative consumer report in connection with your employment is a reference check through personal interviews with sources such as your former employers and associates. The investigative consumer report may contain information concerning your character, general reputation, personal characteristics and mode of living. You may request more information about the nature and scope of an investigative consumer report, if any, by contacting Company.

You have the right, upon written request made within a reasonable time, to request (1) whether an investigative consumer report has been obtained about you, (2) disclosure of the nature and scope of any investigative consumer report and (3) a copy of your report. These reports will be conducted by **DATA FACTS, INC, 8000 CENTERVIEW PARKWAY, SUITE 400 CORDOVA, TN 38018 (800) 813-4381, [HTTPS://WWW.DATAFACTS.COM](https://www.datafacts.com)**. The scope of this disclosure is all-encompassing, however, allowing Company to obtain from any outside organization all manner of investigative consumer reports throughout the course of your employment to the extent permitted by law.

Printed Name: _____

Signature: _____ Date: _____

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**INSTRUCTIONS FOR EMPLOYER: USE THIS PAGE WHEN
YOU WILL BE RECEIVING OR ORDERING DATA FROM OUTSIDE THE UNITED STATES**

EUROPEAN UNION (EU) EMPLOYERS PLEASE CHECK THE APPLICABLE BOXES BEFORE HAVING APPLICANT SIGN

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

DATA PRIVACY NOTICE

EMPLOYER COMPANY NAME ("Company") may obtain information about you to verify and investigate your background for pre-employment or employment purposes from third parties, including **DATA FACTS, INC, 8000 CENTERVIEW PKWY SUITE 400, CORDOVA TN 38018, (800) 813-4381** ("Reporting Agency") and Owens OnLine LLC, 3802 Ehrlich Road, Suite 307, Tampa, FL 33624, USA or their representative Owens Europe GmbH, Medipark 1, D-83088 Kiefersfelden, Germany (collectively "Owens").

Information you have or will supply, may be disclosed to third parties including agents or vendors of the above named entities, law enforcement agencies, state or federal agencies, courts, institutions, schools or universities (public or private), information service bureaus, employers, employees or insurance companies to verify and investigate your background.

In accordance with the host nation's laws and the laws applicable to you depending on your location regarding the release of information, you understand that information may be transmitted from any country to the above listed parties located in any country, including countries outside the EU that have a different level of data protection or inadequate data protection laws as defined by the European Commission than your country of residence.

For access to the personal data collected or transferred, to your report, or for any other inquiries or complaints you may contact Company, Reporting Agency or Owens. Reporting Agency's privacy policy is available at **LINK TO REPORTING AGENCY'S PRIVACY POLICY**. Owens' privacy policy is available at www.owens.com/privacy-policy. Reporting Agency and Owens affords individuals the opportunity to choose whether their personal information will be disclosed to a third party as described above. A consumer can withdraw consent by contacting Company, Reporting Agency and/or by contacting Owens in writing or by e-mail at the addresses listed on www.owens.com/contact-us. If choosing to withdraw your consent your background check, if still in progress, will not be completed. This may affect Company's decision related to the purpose in which the background check was requested.

EU applicants only: Company has determined the report(s) selected below are necessary for the proposed employment relationship with you.

- | | |
|---|--|
| <input type="checkbox"/> Credit Reports | <input type="checkbox"/> Civil Reports (including Lawsuit, Lien, Judgment, Bankruptcy, Insolvency) |
| <input type="checkbox"/> Criminal Reports | <input type="checkbox"/> Identity Reports (including ID Checks, Address Checks, Property Checks) |
| <input type="checkbox"/> Motor Vehicle Reports | <input type="checkbox"/> Education, Employment, License, Association and Reference Verifications |
| <input type="checkbox"/> Media or Adverse Lists | <input type="checkbox"/> Verification of any other data in your CV (Curriculum Vitae) |

Outside the EU applicants or employees only: These background report(s) may contain information regarding your credit history, criminal history, identity verification, motor vehicle records, verification of your education or employment history, or other background checks. The report(s) may include information about your character, general reputation, personal characteristics, or mode of living, and which can involve personal interviews with sources such as your neighbors, friends or associates.

Printed Name: _____

Signature: _____ Date: _____

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INSTRUCTIONS FOR EMPLOYER: USE THIS PAGE FOR ALL APPLICANTS

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

ACKNOWLEDGMENT AND AUTHORIZATION

USA Applicants Only: I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents.

Applicants with Personal Data from Outside the USA Only: I acknowledge receipt of the DATA PRIVACY NOTICE and certify that I have read and understand the document.

I hereby freely authorize the collection, processing and use of my personal data for the obtaining of background reports, "consumer reports" or "investigative consumer reports," for employment screening by "Company" **EMPLOYER COMPANY NAME** at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, all third parties who are asked to provide information concerning me, including, but not limited to, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **DATA FACTS, INC, 8000 CENTERVIEW PARKWAY, SUITE 400 CORDOVA, TN 38018 (800) 813-4381, [HTTPS://WWW.DATAFACTS.COM](https://www.datafacts.com)** and/or Company itself. In accordance with the host nation's laws and the laws applicable to me depending on my location regarding the release of information, I authorize the release and transmittal of information from any country to the above listed parties, their clients, and/or their agents or vendors located in any country, including countries outside the European Union that may have a different level of data protection or inadequate data protection laws as defined by the European Commission. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

New York Applicants Only: Upon request, you will be informed whether or not a consumer report was requested by Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by Company by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of ARTICLE 23-A OF THE NEW YORK CORRECTION LAW.

New York City Applicants Only: You acknowledge and authorize Company to provide any notices required by federal, state or local law to you at the address(es) and/or email address(es) you provided to the Employer.

Minnesota and Oklahoma Applicants Only: Please check this box, if you would like to receive a copy of a consumer report, if one is obtained by Company.

Washington State Applicants Only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Printed Name: _____

Signature: _____ Date: _____

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INSTRUCTIONS FOR EMPLOYER: USE THIS PAGE WHEN YOUR COMPANY, THE JOB, OR THE APPLICANT LIVES IN THE STATE OF CALIFORNIA

NOTICE REGARDING BACKGROUND CHECKS AND CREDIT CHECKS PER CALIFORNIA LAW

EMPLOYER COMPANY NAME (“Company”) intends to obtain information about you from a consumer reporting agency. Thus, you can expect to be the subject of “investigative consumer reports” and “consumer credit reports” obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency (“ICRA”), Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record (which may contain your photograph, social security number, driver identification number, name, address, telephone number, and medical or disability information), and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making hiring decisions. The source of any investigative consumer report (as that term is defined under California law) will be **Data Fact, Inc, 8000 CENTERVIEW PARKWAY, SUITE 400 CORDOVA, TN 38018 I(800) 813-4381, HTTPS://WWW.DATAFACTS.COM**. Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code section 1786.22, you are entitled to find out what is in the ICRA’s file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the ICRA’s file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. ICRA’s complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA’s.

“Proper Identification” includes documents such as a valid driver’s license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be

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provided whenever a file is provided to you for visual inspection. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by Company whenever you have a right to receive such a copy under California law.

Notice Regarding Credit Checks:

Pursuant to Section 1024.5 of the California Labor Code, Company informs you that it may obtain a credit report about you from the above named entity, because you are seeking to work in the following position:

- An employee covered by the executive exemption set forth in subparagraph (1) of paragraph (A) of Section 1 of Wage Order 4 of the Industrial Welfare Commission;
- A position in the state Department of Justice;
- A sworn peace officer or other law enforcement;
- A position for which the information contained in the report is required by law to be disclosed or obtained;
- A position that involves regular access to specified personal information for any purpose other than the routine solicitation and processing of credit card applications in a retail establishment, such as bank or credit card account information, social security number, or date of birth;
- A position which the person can enter into financial transactions on behalf of Company;
- A position that involves access to confidential or proprietary information;
- A position that involves regular access to \$10,000 or more of cash; or
- Company **will not** obtain a consumer credit report on you.

Printed Name: _____

Signature: _____ Date: _____