

**THIS PAGE MUST BE COMPLETED BY THE COMPANY COMPLIANCE CONTACT WHEN SUBMITTING MANUAL FORMS ON BEHALF OF AN APPLICANT.**

**PERMISSIBLE PURPOSE**

To protect consumers' privacy, all users must have a permissible purpose under the Fair Credit Reporting Act ("FCRA") to obtain a consumer report. Section 604 of the Fair Credit Reporting Act (FCRA). [15 U.S.C. § 1681b] contains a list of permissible purposes under the law for obtaining a consumer report. This report is being obtained for:

- Employment purposes, including hiring and promotion decisions, where the consumer has given written permission, or in situations where the applicant may be a contractor and has provided written permission to the employer. Sections 604(a)(3)(B) and 604(b).

Further it is understood that information from the consumer report will not be used in violation of any applicable federal or State equal opportunity law or regulation and that any consumer report will be furnished in accordance with the written instructions of the consumer to whom it relates. Data shall be stored in the United States and be subject to the the laws of that country.

User Agrees to the following (User Certification):

Pursuant to the Fair Credit Reporting Act (FCRA) and applicable state laws, before requesting any background screening report, an employer must certify that written authorization has been obtained from the consumer, that the consumer report and information obtained from PlusOne Solutions, Inc. will only be used in accordance with federal or state equal opportunity laws and regulations and that the report is being requested for a permissible purpose under the FCRA only. Further, the requestor must ensure that the appropriate disclosures and authorizations have been provided to the applicant and all information will be maintained in a confidential manner, including destruction. Obtaining information under false pretenses is a violation of the FCRA, as well as state requirements, and is punishable by criminal penalties including fines and imprisonment.

Further, if a requestor intends to take any adverse action based in whole, or in part, on the consumer report, a copy of the report and the Summary of Rights must be provided to the consumer prior to taking adverse action. If this request is being submitted by the applicant directly, the above outlines the process that must be followed to ensure compliance with applicable legislation.

It should be noted this does not constitute legal advice and all employers are responsible for obtaining their own legal counsel and determining their responsibilities under applicable laws.

NOTE - The accuracy of the data submitted by the requestor will impact the accuracy of the results obtained. While the information furnished is from reliable sources, its accuracy is not guaranteed. Use of available data may be subject to FCRA and other applicable law.

I agree with the permissible purpose and user requirements noted above.

**SIGNATURE OF AUTHORIZING INDIVIDUAL**

Printed Name	Signature	Date

# Background Screening Application Information

Return to:

PlusOne Solutions, Inc.  
 3501 Quadrangle Blvd, Suite 120  
 Orlando, FL 32817-8329  
 Phone: 1-877-943-0100  
 Fax: 407-359-6929

APPLICANT'S LEGAL NAME			
First Name	Last Name	Middle Name	Suffix
PLEASE PROVIDE OTHER NAMES USED			
First Name	Last Name	Middle Name	Suffix
First Name	Last Name	Middle Name	Suffix
Nickname			
CURRENT HOME ADDRESS			
Address Line 1		Address Line 2	
City	Province	Postal Code	Telephone
APPLICANT PERSONAL INFORMATION			
Date of Birth	SSN for US or Last Four of Driver's License or Government ID for Canada		
Driver's License Number		Province Issued	
Email Address	Email Type	Promotional Code	
	<input type="checkbox"/> Home <input type="checkbox"/> Business		
COMPANY INFORMATION			
Applicant's Employer		Company Phone	
Client Company Requesting Background Screening			
<p><b>*NOTE: The information on this document is required for identification purposes only and is in no manner used as qualifications for employment</b></p>			
<p>Contact PlusOne Solutions, Inc. at 1-877-943-0100 or <a href="mailto:proscreens@plusonesolutions.net">proscreens@plusonesolutions.net</a> for any questions regarding your individual consumer report. For state-specific disclosure details, you may visit: <a href="http://screeningsplus.plus1solutions.net/resources">screeningsplus.plus1solutions.net/resources</a></p>			

## **INVESTIGATIVE CONSUMER REPORT DISCLOSURE**

As part of the contracting for services process between your current and future employer(s) and selected clients, PlusOne Solutions, Inc., will obtain an individual consumer report, ("background screening report") for employment purposes. It may be an "investigative consumer report" that includes information as to your character, general reputation, personal characteristics and mode of living. You have a right to request disclosure of the nature and scope of the report, which involves personal interviews and sources as your neighbors, friends, or associates.

## **CONSUMER REPORT DISCLOSURE AND AUTHORIZATION**

**DISCLOSURE** As part of the contracting for services process between your current and future employer(s) and selected clients, PlusOne Solutions, Inc., will obtain an individual consumer report, ("background screening report") for employment purposes. It may be an "investigative consumer report" that includes information as to your character, general reputation, personal characteristics and mode of living. You have a right to request disclosure of the nature and scope of the report, which involves personal interviews and sources as your neighbors, friends, or associates.

**AUTHORIZATION** During the application process and at any time during the tenure of my employment with my employer(s), I hereby authorize PlusOne Solutions, Inc., on behalf of my employer(s) to procure an investigative consumer report which I understand may include information regarding my character, general reputation, personal characteristics, or mode of living. I also understand that this report may be compiled with information from credit reporting agencies, credit bureaus, courts recording repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. In addition, I may request a complete and accurate disclosure of the nature and scope of the background verification; to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living.

By signing below, I hereby authorize without reservation, any party or agency contacted to furnish the above mentioned information. I further authorize ongoing procurement of the above mentioned reports at any time during my employment (or contract). I also agree that a facsimile or scanned photocopy of this authorization with my signature be accepted with the same authority as the original. I hereby authorize and request, without any reservation, any present or former employer, school, law enforcement or criminal agency, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about me to furnish PlusOne Solutions, Inc., with any and all background information in their possession regarding myself, in order that my employment qualifications may be evaluated.

I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification: to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living.

By signing below, I hereby authorize PlusOne Solutions, Inc. to release my background screening results, or parts thereof: 1) to my current and future employer(s), and any of their clients, entities, vendors or affiliates, PlusOne Solutions, Inc and/or 2) in connection with PlusOne Solutions' badge verification services for employment purposes.

Prior to any adverse decision, you will be provided with a copy of the consumer report and a description in writing of your rights under the Fair Credit Reporting Act ("FCRA") for US residents, or the Personal Information Protection and Electronic Documents Act ("PIPEDA") for Canadian residents.

In the event of an adverse finding, we will notify your current and future employer(s), and any client(s) of your employer(s) of any adverse action. In certain situations, it may become necessary for PlusOne Solutions, Inc. to disclose background information without your consent. These situations include, but are not limited to, a subpoena or similar legal process, fraud prevention or legal investigation, risk management and security concerns.

I have read the above information and agree with the disclosures noted above and give my authorization

## NOTICE

I hereby authorize PlusOne Solutions, Inc. to release background screening results to my current and future employer(s), and any of their clients, entities, vendors, or affiliates.

I agree

By submitting this form and the information I provided, as the applicant, I am authorizing PlusOne Solutions, Inc. to accept this submission. Further, by submitting this record, I am verifying that I am the owner of the data provided and will be bound by the terms and conditions under penalty of law, of this signature.

I accept

User Agrees to the following if using this System (User Certification):

**For United States:**

Pursuant to the Fair Credit Reporting Act (FCRA) and applicable state laws, before requesting any background screening report, an employer must certify that written authorization has been obtained from the consumer, that the consumer report and information obtained from PlusOne Solutions, Inc. will only be used in accordance with federal or state equal opportunity laws and regulations and that the report is being requested for a permissible purpose under the FCRA only. Further, the requestor must ensure that the appropriate disclosures and authorizations have been provided to the applicant and all information will be maintained in a confidential manner, including destruction. Obtaining information under false pretenses is a violation of the FCRA, as well as state requirements, and is punishable by criminal penalties including fines and imprisonment.

Further, if a requestor intends to take any adverse action based in whole, or in part, on the consumer report, a copy of the report and the Summary of Rights must be provided to the consumer prior to taking adverse action.

If this request is being submitted by the applicant directly, the above outlines the process that must be followed to ensure compliance with applicable legislation.

It should be noted this does not constitute legal advice and all employers are responsible for obtaining their own legal counsel and determining their responsibilities under applicable laws.

**NOTE:** The accuracy of the data submitted by the requestor will impact the accuracy of the results obtained. While the information furnished is from reliable sources, its accuracy is not guaranteed. Use of available data may be subject to FCRA and other applicable law.

**For Canada:**

Pursuant to the Personal Information Protection and Electronic Documents Act (PIPEDA) before requesting any background screening report for an applicant, an employer must ensure that informed consent, including identification of the purpose for the screening, has been obtained from the consumer, that the consumer report and information obtained from PlusOne Solutions, Inc. will be used only for the purpose to which the applicant provided consent. The employer is also reminded that they must safeguard the information appropriately, including secure retention and destruction of information, provide reasonable access to information and ensure the accuracy of data before any decision is made. Obtaining information under false pretenses is a violation of the PIPEDA and/or provincial privacy laws deemed substantially similar.

If this request is being submitted by the applicant directly, the above outlines the process that must be followed to ensure compliance with applicable legislation.

It should be noted this does not constitute legal advice and all employers are responsible for obtaining their own legal counsel and determining their responsibilities under applicable laws.

**NOTE:** The accuracy of the data submitted by the requestor will impact the accuracy of the results obtained. While the information furnished is from reliable sources, its accuracy is not guaranteed. Use of available data may be subject to PIPEDA and other applicable law.

I agree

For the state of Maine:

Maine Revised Statute Title 10, Chapter 210: Fair Credit Reporting Act.

<https://screeningsplus.plus1solutions.net/legacy/resources/documents/pdf/MainesFCRARRevisedStatute10Sec1311.pdf>

For the state of New York:

#### APPENDIX A: New York Correction Law Article 23-A

##### NEW YORK CORRECTION LAW ARTICLE 23-A

##### LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

##### Section 750. Definitions.

##### 751. Applicability.

##### 752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

##### 753. Factors to be considered concerning a previous criminal conviction; presumption.

##### 754. Written statement upon denial of license or employment.

##### 755. Enforcement.

§750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

- (1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.
- (2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.
- (3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
- (4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
- (5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

- (1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or
- (2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§753. Factors to be considered concerning a previous criminal conviction; presumption.

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

- (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons

previously convicted of one or more criminal offenses.

(b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.

(c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.

(d) The time which has elapsed since the occurrence of the criminal offense or offenses.

(e) The age of the person at the time of occurrence of the criminal offense or offenses.

(f) The seriousness of the offense or offenses.

(g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.

(h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§755. Enforcement.

1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.

2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

Users are reminded that requesting screenings through the system must only be done if there is an existing contractor relationship or conditional offer in place. Screenings in New York cannot be requested for pre-hire situations.

I have read the above information and I acknowledge receipt of New York Correction Law Article 23-A.

**For the state of California:**

You have the right under Section 1786.22 of the California Civil Code to contact the Consumer Reporting Agency (aka Agency) during reasonable hours (9:00 a.m. to 5:00 p.m., Monday through Friday) to obtain all information in your file for your review. You may obtain such information as follows:

1. In person at the Agency's offices. You can have someone accompany you to the Agency's offices. Agency may require this third party to present reasonable identification. You may be required at the time of such visit to sign an authorization for Agency to disclose to or discuss your information with this third party;
2. By certified mail, if you have previously provided identification in a written request that your file be sent to you or to a third party identified by you;
3. By telephone, if you have previously provided proper identification in writing to Agency; and
4. Agency has trained personnel to explain any information in your file to you and if the file contains any information that is coded, such will be explained to you.

The investigative consumer report will be conducted by PlusOne Solutions, Inc. and may include information on your character, general reputation, personal characteristics and mode of living. This report is being conducted for contracting/employment reasons and you may obtain a copy of your report, information on privacy practices or additional information by contacting: PlusOne Solutions, Inc. 3501 Quadrangle Blvd. Suite 120 Orlando, FL 32817-8329 407-359-5929/877-943-0100 or <https://plusonesolutions.net/privacypolicy.html>.

Per the city of Los Angeles, this Employer is subject to the Fair Chance Initiative for Hiring Ordinance (FCIHO) (LAMC 189.00)

City of Los Angeles Fair Chance Initiative for Hiring Ordinance:  
<http://resources.plus1solutions.net/forms/screening/LosAngeles-NoticetoApplicantsandEmployeesforPrivateEmployers.pdf>

I have read and understood the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

Starting August 13, 2014, the Fair Chance Ordinance (San Francisco Police Code, Article 49) requires employers to follow strict rules regarding the use of arrest and conviction records in hiring and employment decisions.

San Francisco Fair Chance Ordinance:  
<http://resources.plus1solutions.net/forms/screening/SanFranBTBFCLanguage.pdf>

I have read and understood the San Francisco Fair Chance Ordinance.

**Minnesota Residents please note: You have a right to receive a free copy of your consumer report.**

I am a Minnesota resident and would like a free copy of my consumer report.

**Oklahoma Residents please note: You have a right to receive a free copy of your consumer report.**

I am a Oklahoma resident and would like a free copy of my consumer report.

**California Residents please note: You have a right to receive a free copy of your consumer report.**

I am a California resident and would like a free copy of my consumer report.

#### SIGNATURE OF AUTHORIZING INDIVIDUAL

Name	Date and Time

*NOTE: You may withdraw your consent at any time by contacting PlusOne Solutions, Inc. at [proscreen@plusonesolutions.net](mailto:proscreen@plusonesolutions.net) or calling 877-943-0100. Once we verify the information on file, we will provide a confirmation that your request has been canceled. Depending on the status of your file at the time of cancellation, reporting may already be in process, and if adverse findings are indicated on the report, you may receive notice of those findings by mail. Additionally, costs may still be incurred for the report. You can always re-initiate a screening request at a later date, although additional fees may apply.*