



**REQUIRED COMPLIANCE FORM
PERMISSIBLE PURPOSE DISCLOSURE**

Permissible Purpose Pursuant to applicable Federal and State laws, _____ (“Customer”) hereby represents, warrants, and covenants to BCS Background Screening, LLC _____ (“Provider”) that it intends to, and shall only be permitted to, procure motor vehicle records (“Information Services”) only for the following purposes (**check all that apply**):

| | |
|-------------------------------------|---|
| <input type="checkbox"/> | CDL Employer: For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver’s license that is required under state or federal law. |
| <input checked="" type="checkbox"/> | Employment Signed Release: For use by a business, its agents, employees, or contractors for employment purposes, if the requester obtains the written consent of the individual to whom the information pertains. |
| <input type="checkbox"/> | Government: For use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf of a Federal, State, or local agency in carrying out its functions. |

Customer certifies that:

- Customer shall use Information Services for the sole and exclusive purpose(s) Customer has selected above and for no other purpose; and
- Customer will only use Information Services for its own use and Customer is the end user of the Information Services.

When requesting Information Services for Employment purposes, Customer certifies that it will:

- Prior to requesting a report, provide a written disclosure to the employee or prospective employee in a document consisting solely of the disclosure that Information Services may be obtained for employment purposes;
- Prior to requesting a report, obtain express written consent from the employee or prospective employee prior to obtaining any Information Services which explicitly authorizes the retrieval and use by Customer, its agents or contractors of any Information Services regarding the particular employee or prospective employee in question; each submission of an order is a certification that the disclosure was provided, and authorization has been obtained.
- Provide the employee or prospective employee a notice, along with a copy of his or her report and a summary of rights under the FCRA before taking adverse action; and
- After taking adverse action, provide the employee or prospective employee a notice that adverse action has been taken along with a copy of the report and summary of rights under the FCRA.
- Not use Information Services in violation of any employment equal opportunity laws. This includes any laws generally known as “Ban-the-Box”. Customer certifies that it will not order a report until allowed under these laws.

Customer acknowledges it is aware and will comply with all of the requirements of the Fair Credit Reporting Act (“FCRA”), and has received from Provider the following documents:

- The Notice to Users of Consumer Reports; Obligations of Users under the FCRA;
- Summary of Your Rights under the Fair Credit Reporting Act; and
- Remedying the Effects of Identity Theft

Customer understands that there are legal requirements and responsibilities when taking adverse action based in whole or part on consumer reports. Customer understands and agrees to comply with adverse action procedures required by the FCRA including requirements to provide a preliminary adverse action notice to consumers, along with a copy of the consumer report and A Summary of Your Rights Under the Fair Credit Reporting Act, allowing the consumer a designated period of time to contact the CRA if consumer wishes to dispute any information in the consumer report or to provide mitigating information to you, providing CRA contact information and providing a final adverse action notice to the consumer if a final adverse employment decision is made.

Customer understands that Provider is not legal counsel and cannot provide legal advice. Customer should work with counsel to develop an employment screening program specific to your needs. It is necessary for Customer to work with counsel to ensure that Customer’s policies and procedures related to the use of CRA-provided information are in compliance with applicable state and federal laws and your legal responsibilities.

I hereby certify that I am a legally authorized representative of Customer, and I hereby obligate Customer to the terms and conditions listed above:

| | |
|-----------------------|----------------|
| APPROVAL | |
| | |
| _____ Signature | _____ Date |
| _____ Name | _____ Title |
| _____ Company Name | |