



EMPLOYER CERTIFICATION FORM

As a representative of (company name) _____, I certify that I have complied with the Fair Credit Reporting Act PRIOR to ordering a Consumer Report for Employment purposes by completing the following three steps:

- 1- A clear and conspicuous disclosure first made in writing to the consumer (job applicant) by End User (employer) BEFORE the report is obtained, in a document that consists solely of the disclosure that a consumer report may be obtained for Employment Purposes
- 2- The consumer (job applicant) has authorized in writing the procurement of the report
- 3- Information from the Consumer Report for Employment Purposes will not be used in violation of any applicable federal or state equal employment opportunity law or regulation

Print Name: _____

Signed: _____

Date: _____

End User (employer) further certifies that before taking adverse action in whole or in part based on the Consumer Report for Employment Purposes, it will provide consumer with:

- a copy of the Consumer Report for Employment Purposes, and
- a copy of the consumer's rights, in the format approved by the Federal Trade Commission