

Sample of Adverse Action letter to be sent to applicant if you deny employment based in whole or in part on any information in a Court Record Searches report.

DATE

NAME
ADDRESS
CITY, ST ZIP

Dear **APPLICANT**:

As you authorized in your employment application, **COMPANY** has recently received your pre-employment background check as part of our employee selection process. The purpose of this letter is to inform you that there is information in the report which, if accurate, would prevent us from offering you employment at this time. A copy of the report and a Summary of Your Rights under the Fair Credit Reporting Act are enclosed.

If you want to know what information in the report falls outside of our company guidelines, we ask that you contact us directly and immediately. Otherwise we will assume that you no longer wish to pursue employment with us.

This report was furnished to us by Court Record Searches, Inc., 312 Main Street, Suite 300, Gaithersburg, MD 20878; Phone 240-361-2210. Please understand that while Court Record Searches, Inc. compiled the report, they did not make this decision, and they are unable to provide you with the specific reasons why we made this decision.

If, after reviewing the report, you believe that information contained in it is inaccurate, under the law, you have the right to dispute, directly with Court Record Searches, Inc., any information in this report. They will reinvestigate the disputed information free of charge and either record the current status of the disputed information or delete the item(s) within 30 days of receiving your dispute. They will provide notification of the dispute to any person who provided the information you dispute within five business days of receiving your notice of dispute. If the information is found to be inaccurate or incomplete or cannot be verified, they will promptly delete that item or modify it.

You have the right to obtain an additional free copy of the enclosed report if you request it from Court Record Searches, Inc. within 60 days of when you receive this notice.

Sincerely,
COMPANY

Enclosures: Consumer Report, Summary of Rights