





**ORDER FORM**

Company:  Subject:   
 Account No:  Date of Birth:   
 BldgID/Bill to:  Soc. Sec. No.:

We certify to Fidelifacts that the information requested will only be used for employment purposes and that written disclosure has been made to the applicant. Enclosed is an application with the signed authorization. Please conduct an investigation of the applicant as indicated below:

CREDIT (personal credit history)  
 SS # TRACE (provides list of addresses that may have been used under the SS#)  
 CRIMINAL CHECK STATEWIDE IN NY: (Covers entire state of NY, incl. all 5-boroughs, plus Nassau and Suffolk Counties on Long Island.)  
 CRIMINAL CHECKS IN OTHER STATES:  CURRENT address  CURRENT & PRIOR  
 City/State  City/State  City/State  
 50 STATE CRIMINAL DATABASE\*\* (Available only in addition to normal criminal court record checks)  
 UNITED STATES DOJ SEX OFFENDER DATABASE  
 DRIVER'S LICENSE CHECK + State  ID#   
 EMPLOYMENT  Check current job  Last two jobs  ALL jobs on application  
 **DO NOT** check current job  Last three jobs  
 EDUCATION  High School  College  Graduate School  
 PROFESSIONAL LICENSE VERIFICATION State  Type:   
 STATE PRISON SEARCH State   
 FEDERAL PRISON SEARCH  10 Panel Drug Test (provide Applicants Email Address)  
  
 FEDERAL CRIMINAL RECORD SEARCH (in states listed on application)  OFACS (135 Different National & International Terrorist, Fugitive & Debarment Lists including: Office of Foreign Asset Control (OOFAC), Specially Designated Nationals, International Politically Exposed Persons List & Individuals from Federal Procurement, Non-Procurement & Reciprocal Programs List)  
 NATIONAL NEWSPAPER SEARCH  
 NATIONAL APPELLATE COURT DATABASE SEARCH  
 BUSINESS REFERENCES:

\*\* If there is an exact name/d.o.b match, we may have to check court records to make a positive identification and if so, extra charges will apply.  
 + Rates for driving record checks vary due to state fees.

Requester:  Phone No.  FAX No.

*"Your judgment is no better than your information"*

# DISCLOSURE/AUTHORIZATION FORM

By this document, \_\_\_\_\_ discloses to you that a consumer report may be obtained for employment purposes as part of our employment background screening process and at any time during your employment with our company.

This shall authorize the procurement of a consumer report by \_\_\_\_\_ as part of the employment background screening process. If hired, this authorization shall remain on file and shall serve as an ongoing authorization for \_\_\_\_\_ to procure consumer reports at any time during my employment period.

I also authorize the procurement of an investigative consumer report and understand that it may contain information about my employment and educational background, criminal history, credit, mode of living, character and personal reputation. I understand that I have the right to obtain additional disclosure as to the nature and scope of the investigation upon written request within a reasonable period of time and to obtain a copy of the report upon request. This authorization, in original or copy form, shall be valid for this and any future reports or updates that may be requested

CA, MN, OK RESIDENTS ONLY: As part of a routine background investigation, we may request a consumer credit report from Fidelifacts Metropolitan New York, Inc. If we do so and you wish Fidelifacts to send you a free copy of this consumer credit report, please check here: \_\_\_\_\_.

For New York residents – I acknowledge having been provided with a copy of Article 23-A of the NY State Corrections law: \_\_\_\_\_.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

# BACKGROUND SCREENING AUTHORIZATION

I authorize all corporations, companies, former employers, supervisors, credit agencies, educational institutions, law enforcement/criminal justice agencies, city, state, county and federal courts, state motor vehicle bureaus, military services and persons to release information they may have about me to the person or company with which this authorization has been filed, or their agent, Fidelifacts/Metropolitan New York, Inc. I release all parties involved from any and all liability for damages arising from requesting, procuring or furnishing the requested information except with respect to a violation of the Fair Credit Reporting Act. I authorize Fidelifacts/Metropolitan New York Inc to receive any criminal history information pertaining to me in the files of any state or local criminal justice agency in Georgia. I authorize the National Personnel Records Center, St. Louis MO or other custodian of my military records to release to Fidelifacts/Metropolitan New York, Inc. information or photocopies of my military personnel and related records, or only the following information/records: \_\_\_\_\_

Service # \_\_\_\_\_ Branch of Service: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*Name used while in school\*

\_\_\_\_\_  
Other Name(s) Used      Social Security Number      Date of Birth      Driver ID Number      State

\_\_\_\_\_  
Current Address      City or Town      State      Zip Code

\_\_\_\_\_  
Previous Address      City or Town      State      Zip Code