

C# \_\_\_\_\_

A# \_\_\_\_\_

**Release Form For Consumer Reports**

In connection with my application for employment (including contract for services), I understand that consumer reports or investigative consumer reports ("Reports") which may contain public record information may be requested or made on me including criminal records, driving records, education verification, prior employment verification. These Reports may include experience along with reasons for termination of past employment. Further I understand that you will be requesting information from various federal, state, local and other agencies which contain my past activities.

I hereby authorize without reservation, any party or agency contacted by the Company to furnish the above-mentioned information.

I have the right to make a request to a consumer reporting agency, upon proper identification and the payment of any authorized fees, for the information in its files on me at the time of my request.

I further authorize ongoing procurement of the above-mentioned Reports at any time during my employment (or contract) or if subsequently re-hired after an assignment is completed and employment or contract has ended.

If an investigative consumer report is requested, I understand that I may request a copy of the Federal Fair Credit Reporting Act Summary of Rights as well as information regarding the nature and scope of any such requested investigative consumer report.

**Minnesota and Oklahoma Applicants and Residents.** I have the right to request a copy of any Report obtained by the Company from a consumer reporting agency by checking the box. (Check only if you wish to receive a copy).

**Minnesota Applicants Only.** You may request a complete and accurate disclosure of the nature of any Report obtained by the Company.

**NY Applicants Only.** I also acknowledge that I have received the attached copy of Article 23A of New York's Correction Law. A copy of this law can also be found at [www.Labor.state.us.com](http://www.Labor.state.us.com). I further understand that upon request I will be advised if any investigative consumer reports are requested and provided the name and address of the consumer reporting agency, and I may receive a copy of any Report by contacting such agency.

**Washington State Applicants Only.** You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

**MA and NJ Applicants Only.** You have the right to request an investigative consumer report from a consumer reporting agency. If one has been requested, the specific nature and scope of the Report requested will be as follows:

\_\_\_\_\_

I hereby provide my ongoing consent for the Company to procure Reports from a consumer reporting agency and conduct subsequent investigations for other subsequent or concurrent assignments, even if there is a break in service.

Applicant: \_\_\_\_\_ Email Address: \_\_\_\_\_  
PRINT NAME

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete the information below. **This information is being requested for background check purposes only and will not be used for other purposes.**

Applicant First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ Maiden (if applicable): \_\_\_\_\_

U.S. Social Security Number: \_\_\_\_\_ Canadian Social Insurance Number: \_\_\_\_\_

Permanent Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Drivers License State and Number: \_\_\_\_\_

Original State of Professional Licensure/Certification Number: \_\_\_\_\_

*For Identification Purposes:*

Date of Birth: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Other or Former Names: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

Please list all other previously held addresses that you have LIVED and WORKED:  
*(Use additional sheets if necessary.)*

Dates at Address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Written Disclosure to Request Consumer Report and Investigative Consumer Report Information**

I understand that the Company will utilize the services of an independent consumer reporting agency as part of the procedure for processing my application for employment. The name of that agency is Accutrace and its contact information is as follows: 950 Haverford Road, Suite 100A Bryn Mawr, PA 19010 and can be reached at 484.381.3200 or First Advantage and its contact information is as follows: 100 Carilion Parkway, St. Petersburg, FL 33716 and can be reached at 844.718.0087.

I also understand that if my application for employment is granted, to the extent permitted by law, the Company may obtain further information through subsequent investigations by Accutrace, First Advantage or another consumer reporting agency so as to update, renew or extend my employment. Reports provided by a consumer reporting agency may include information regarding your character, general reputation, personal characteristics, made of living, and credit standing.

If an investigative consumer report is requested, you may request a copy of the Federal Fair Credit Reporting Act, Summary of Rights as well as information regarding the nature and scope of any requested investigative consumer report.

Applicant: \_\_\_\_\_ Email Address: \_\_\_\_\_  
PRINT NAME

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
CITY STATE ZIP

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

LICENSURE & 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 752 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 752 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 30 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 78 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 15 of the Executive Law, and, concurrently, by the New York City Commission on Human Rights.

**Para informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The Federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (*such as agencies that sell information about check writing histories, medical records, and rental history records*). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau 1700 G Street N.W., Washington, DC 20006.**

- **You must be told if information in your file has been used against you.** Anyone who uses a Credit Report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (*your “file disclosure”*). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your Credit Report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1.888.5.OPTOUT (1.888.567.8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates b. Such affiliates which are not banks, savings associations, or credit unions also should list in addition to the Bureau	a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20006 b. Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 1.877.382.4357
2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches/agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25-A of the Federal Reserve Act c. Nonmember insured banks, insured state branches of foreign banks, and insured state savings associations d. Federal Credit Unions	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480 c. FDIC Consumer Response Center 1100 Walnut Street Box #11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance & Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Assistant General Counsel for Aviation Enforcement & Proceedings Department of Transportation 1925 K Street NW Washington, DC 20423
4. Creditors subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, DC 20423
5. Creditors subject to Packers and Stockyards Act	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street NE Washington, DC 20549
8. Federal Land Banks, Federal land bank associations, Federal intermediate credit banks, and Production credit associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102
9. Retailers, Finance Companies, and all other creditors not listed above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1.877.382.4357

**Disclosure to Intent to Obtain a California Investigative Consumer Report**

The Company will be requesting from Accutrace and its contact information is as follows: 950 Haverford Road, Suite 100A Bryn Mawr, PA 19010 and can be reached at 484.381.3200 or First Advantage and its contact information is as follows: 100 Carilion Parkway, St. Petersburg, FL 33716 and can be reached at 844.718.0087 an investigative consumer report for employment purposes (i.e. evaluating you for employment, promotion, reassignment or retention as an employee). The Consumer Reporting Agency’s website address where its privacy policy can be found is [accu-trace.com](http://accu-trace.com) for Accutrace or [www.fadv.com](http://www.fadv.com) for First Advantage.

Under California law, the Report(s) requested are considered an investigative consumer report and it may seek information regarding your general reputation, character, personal characteristics, and mode of living.

The specific nature and scope of the investigation sought by Company is as follows:

- National/Federal/State/County Criminal and Civil Searches
- Federal and State Exclusion Checks
- International Criminal Searches (where applicable)

Applicant: \_\_\_\_\_ Email Address: \_\_\_\_\_  
PRINT NAME

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
CITY STATE ZIP

You have the right to inspect visually the files concerning you maintained by an investigative consumer reporting agency during normal business hours and upon reasonable notice. The inspection can be done in person if you appear in person and furnish proper identification; you are entitled to a copy of the file for a fee not to exceed the actual costs of duplication. You are entitled to be accompanied by one person of your choosing, who shall furnish reasonable identification. The inspection can also be done via certified mail if you make a written request, with proper identification, for copies to be sent to a specified addressee. You can also request a summary of the information to be provided by telephone if you make a written request, with proper identification for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or directly charged to you. You further understand that the investigative consumer reporting agency shall provide trained personnel to explain to you any of the information furnished to you; you shall receive from the investigative consumer reporting agency a written explanation of any coded information contained in files maintained on you. “Proper identification” as used in this paragraph means information generally deemed sufficient to identify a person, including documents such as a valid driver’s license, social security account number, military identification card and credit cards.

**Authorization and Consent to Obtain Consumer Report or Investigative Consumer Report for Employment Purposes**

Consistent with the written disclosures dated \_\_\_\_\_ and provided to me, I hereby consent to and authorize  
MM/DD/YYYY

Cross Country TravCorps and/or Cross Country Local (the "Company") to obtain a consumer report and/or investigative consumer report ("Report"). If hired, to the extent permitted by law, I also consent to the Company obtaining further Reports from a consumer reporting agency for an employment purpose at any time during my employment consistent with the specific nature and scope of the requested Report identified in State Disclosure.

If an investigative consumer report is requested, I understand that I may request a copy of the Federal Fair Credit Report Act Summary of Rights as well as information regarding the nature and scope of any such requested investigative consumer report.

I understand I have the right to request a copy of my investigative consumer report/consumer report/consumer credit report from the consumer reporting agency by checking the box below. The report will be mailed directly to me without cost by the consumer reporting agency.

I wish to receive a copy of the investigative consumer report/consumer report/consumer credit report at no cost to me at the same time it is sent to the Company.

*(Check box only if you wish to receive a copy.)*

Applicant: \_\_\_\_\_ Email Address: \_\_\_\_\_  
PRINT NAME

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
CITY STATE ZIP





crosscountrystaffing.com  
800.873.9182

6551 Park of Commerce Blvd.  
Boca Raton, FL 33487  
Fax: 800.998.5138

40 Eastern Avenue  
Malden, MA 02148  
Fax: 800.803.1186

1408 N. West Shore Blvd., Suite 300  
Tampa, FL 33607  
Fax: 888.668.2762

3805 West Chester Pike, Suite 200  
Newtown Square, PA 19073  
Fax: 800.620.9243



Certified by  
The Joint Commission

## Authorization Form

### To Whom It May Concern

I authorize the release of any and all documentation that I have supplied to Cross Country Staffing, Inc. or its affiliates included Travel Staff, LLC and Local Staff, LLC (“the Company”) or previously authorized the Company to obtain for employment purposes with the understanding that this documentation will be used solely for employment purposes. Documentation includes but is not limited to background searches, motor vehicle reports, medical/laboratory records (such as physicals, PPDs, urine drug screens, titers), education verification, employment verification, references, performance appraisals, assessment testing, and copies of certifications/registrations/ licenses.

If any of the documents transferred to the Company is not complete, I may be asked to update certain information or resign documentation that is required to be maintained for legal or facility specific purposes.

I also authorize the release of medical information including the diagnosis, records, examination rendered to me and claims information. This information may be released to the Company.

Sincerely,

By: \_\_\_\_\_  
Signature of Healthcare Professional

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

Date: \_\_\_\_\_

**THIS AUTHORIZATION FORM MUST BE SIGNED AND  
EMAILED/FAXED TO YOUR RECRUITER**