

SAMPLE LETTER

NOTICE OF REQUEST FOR INVESTIGATIVE CONSUMER REPORT

(Send within 3 days of requesting an Investigative Consumer Report)

Send Via Certified Mail, Return Receipt Requested, and First-Class Mail

Date

Dear Applicant or Employee,

This letter is to inform you that an Investigative Consumer Report concerning your application for employment has been requested from McCoy Investigations Pre-Employment Screening, PO Box 174, Carmichael, CA 95609/ 1-800-287-6789. This request was made with your prior written consent.

The focus of the report is to verify **[PLEASE CHOOSE WHAT YOU WILL REQUEST FROM MCCOY INVESTIGATIONS such as...your past work history, your education background, your criminal background, your credit report, a social security trace, workers' compensation records, driving history, etc... add here if report covers more than these areas.]** The following information sources may have been contacted in connection with this investigation or preparation of this report: **[PLEASE CHOOSE... former employers, educational institutions, Department of Motor Vehicles, credit bureaus, and relevant criminal court records, etc...add accordingly].**

[Your company name] shall provide you with a copy of the background report, once completed.

Further, McCoy Investigations will provide you with a copy of your background report if you request it and will provide you with information regarding the nature and substance of all information in its files concerning you, with disclosure of proper identification. You may obtain this information in person, for a fee not to exceed the actual costs of duplication services provided, by certified mail, or by telephone if you have made a written request, with proper identification for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.

Along with this letter, we are providing to you information concerning your rights under the Fair Credit Reporting Act.

Sincerely,

Company Name