***USE YOUR COMPANY’S LETTERHEAD***

**SAMPLE PRE-ADVERSE ACTION LETTER**

Dear Applicant,

Thank you for applying for a position with our company. A decision is currently pending concerning your application for employment with this company. Part of our hiring process is obtaining a consumer investigative report/consumer report on you. We have enclosed a copy of this report, along with a copy of Summary of Rights under the Fair Credit Reporting Act. Preliminary decisions in regard to your employment may be made, either in whole, or in part, based on the information contained in your consumer report.

It is important that you review this report for accuracy. If there is information that is inaccurate or incomplete, you should contact this office as soon as possible so an employment decision may be completed.

The name of the company that prepared this report is:

DataCheck, Inc.

63 Via Pico Plaza #247

San Clemente, CA 92672

800-253-3394

DataCheck does not make any decisions in the hiring process and is unable to provide you with the specific reasons why we are unable to make an offer of employment to you.

FCRA Section 611 Procedure in case of Disputed Accuracy: You have the right to dispute the accuracy or completeness of any information DataCheck has furnished, and the right to an additional free consumer report from the agency upon request within 60 days.

If you question the accuracy of this report, you must send DataCheck a written statement as to the area you believe to be incorrect.

**Step 1:** If you feel there is information contained in the background check report you will be disputing, immediately call DataCheck, Inc., at 800-253-3394 and speak to their Compliance Department. You may also email them at [office@datacheckinc.com](mailto:office@datacheckinc.com) and in the subject line state: “Disputing Background Check”. Provide your full legal name, year of birth and last 4 digits of your social security number. State in the message of your email that you feel there is information that will be disputing.

**Step 2:** You then need to submit your dispute in writing to DataCheck as soon within 5 days of receiving this letter. You may fax it to them at 949-236-4111 or email them at office@datacheckinc.com Attn: Compliance Department. Provide your full name, mailing address, last 4 digits of your social security number, and a photocopy of your driver's license or identification card for identification purposes, along with a brief statement as to why you feel this report may contain inaccuracies. Please include any supporting documents. Once documentation is received, DataCheck will contact us and advise us you are disputing information contained in the background check. A re-verification will be made if reasonable grounds exist that the request is not frivolous or irrelevant. If information contained in the report is deleted or changed because of this re-verification, our company and you receive a revised report reflecting any changes.

Thank you for your interest in our company.

Sincerely,

YOUR COMPANY NAME