

**Burbridge Detective Agency  
Online Fax Form  
Print & Fax This Form To (219)940-3926**

**Employee Background Check Request Form:**

Subjects Name: \_\_\_\_\_ DOB: \_\_\_\_\_

SSN (if known): \_\_\_\_\_ DL# (if requesting DL Record): \_\_\_\_\_

Subjects Address: \_\_\_\_\_

**Type Of Background Check Reports (Check One Type & Add Ons if needed):**

\*Please check next page for Report Descriptions.

\*It is recommended for those who request background check reports for pre-employment or tenant screenings to have the subject sign a waiver form. Most states will require the basic waiver on all driver record requests for pre-employment purposes (waiver forms included in this packet).

\*Consumer Credit Reports by federal law require a signed waiver form

**Basic Check Report (\$34.95) \_\_\_\_\_ Add DL Record (+\$30) \_\_\_\_\_ Credit Report (+\$25) \_\_\_\_\_**

**Advanced Report (\$49.95) \_\_\_\_\_ Add DL Record (+\$25) \_\_\_\_\_ Credit Report (+\$20) \_\_\_\_\_**

**Professional Report (\$99.95) \_\_\_\_\_ Add DL Record (+\$25) \_\_\_\_\_ Credit Report (+\$20) \_\_\_\_\_**

**Your Payment Information:**

\*We accept all major type of credit cards & debit/credit cards.

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name On Card (as it appears): \_\_\_\_\_

CC Billing Address: \_\_\_\_\_  
(Street Address) (City) (State) (Zip)

CVV2# (last 3 numbers on back of credit card or 4 numbers for Amex): \_\_\_\_\_

Email Address: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Requestors Name (If different than credit card holder): \_\_\_\_\_

**\*Report are emailed in a normal turnaround time of 1 business day for Basic & Advanced Reports, and 2 - 5 business days for Professional Reports.**

**\*All necessary waiver forms for the driver license record and credit report are included below on this fax form.**

**Important Conditions:**

- (1) Because all orders are processed immediately, no cancellations allowed or accepted once an order has been submitted.
- (2) The turnaround time for each state displayed on the BDAWeb Site is the normal time it takes for results to be delivered. Since turnaround times may vary in certain situations (state request backups, state computer problems, etc) BDA does not guarantee the turnaround time.
- (3) BDA is not responsible for errors typed in by customers. It is the responsibility of the customer to make sure subjects information entered into the order is correct (subject name, dob, & dl#). States will charge for dl record searches regardless if there are any errors in the search criteria.

**Basic Report:  
Background Report Descriptions**

**We Check:**

Date Of Birth, Address History (20-25 years), Address Summary Information (property owners, listed phones at address), List of Associates / Relatives / Neighbors, Professional Licenses, Properties, National Criminal Record Database (Felony Convictions), Sex Offender, and other misc. permits (vary from state to state - ex. voter registration, hunting/fishing, concealed weapon permit).

**Advanced Report:**

**We Check:**

Date Of Birth, Social Security Number Verification, Alias Names, Address History (20-25 years), Address Information (Present & Past Addresses) w/ Listed Phone Numbers & Property Owners, Adults Residing W/ Subject, Nationwide Criminal Record Search (database), Sex Offender Check, Professional Licenses, Properties, List Of Associates & Relatives, Bankruptcies, Civil Judgments, Tax Liens, Voter Registration, UCC Filings, Corporate Affiliations, Possible Work Affiliations, FAA Pilots & Aircrafts, Merchant Vessels, List Of Neighbors, and more (most states may include registered vehicles and some driver license information).

**Professional Report:**

**We Check:**

Everything Included In Advanced Background Check.

**Plus:**

\*10 Year County Court Criminal Records (Felony & Misdemeanor) \*7+ Year County Court Civil Records (Civil/Family/Divorce) \*Nationwide Wants / Warrants \*Vehicle Registrations \*Database Search For Possible Non-Listed & Mobile Phone Listings \*Eviction Records \*Federal Prison Records \*Federal Criminal Court Records \*State Incarceration Records \*Database Search For Email Addresses.

Important: County Court Records are only checked in the current county or most time spent in county in last 7 years by the subject. Additional Counties are available for an added cost of \$50 per county (\$25 criminal / \$25 civil)

**State Driver License Record:**

Current Driver License Status, Expiration Dates, 3 to 5 years Moving Violations (depending on state - some states go up to 10 years), Lifetime of DUI DWI Violations, 5-10 years License Suspensions (depending on state - may be lifetime).



Phone: (219) 629-3260 Fax: (219) 940-3926 "Know the People In Your Business"

## Applicant Consent Form for Pre-Employment Check

**Employer name:** \_\_\_\_\_  
 (Employer must keep on file for 2 years)

I certify and declare under penalty of perjury under relevant state and federal law that the information contained in my employment application is complete, true, and accurate. I acknowledge that falsification or omission information may result in immediate dismissal or retraction of any offer of employment. In consideration of your review of my application for employment, I hereby voluntarily consent to and authorize the above employer, or its authorized agents bearing this release or copy thereof, to obtain a consumer report for employment.

I agree this consumer report may include any of the following:

- Criminal Records
- Court Records (Criminal & Civil)
- Driver License Records
- Personal Identity Verifications
- Credential Verifications (Licenses, Certificates, Awards, etc.)
- Education Verification
- Reference Checks
- Credit Report (=ot included unless FCRA Summary of Rights is signed)

I authorize all persons and organizations that may have information relevant to this form to disclose such information to the above employer or its authorized agents. I hereby release the above employer, its authorized agents, and all persons and organizations providing information from all claims and liabilities of any nature in connection with this research. I hereby authorize that a photocopy of this authorization may be considered as valid as the original. I understand that I have specific prescribed right as a consumer under the federal Fair Credit Reporting Act, and may have additional rights under relevant state law.

\_\_\_\_\_  
 Employee Signature Address City State

\_\_\_\_\_  
 Print =ame SS= - - / / DOB

Date: \_\_\_\_\_ Driver License # \_\_\_\_\_

# BURBRIDGE DETECTIVE AGENCY

Phone: (219) 629-3260 Fax: (219) 940-3926

"Know the People In Your Life"

## **AUTHORIZATION TO OBTAIN A CONSUMER REPORT**

By signing below, I \_\_\_\_\_, acknowledge that I have read the attached document, entitled "Fair Credit Reporting Act Disclosure". I hereby voluntarily authorize \_\_\_\_\_ (company name) and/or Burbridge Detective Agency, LLC, to obtain a "consumer report" about me from an agency that supplies consumer reports, which may include information about my credit worthiness, credit standing and credit capacity. I also authorize \_\_\_\_\_ (company name) to consider the report when making decisions regarding my tenancy at \_\_\_\_\_ (company name). I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed in the attached "Fair Credit Reporting Act Disclosure".

I agree that a photocopy or telephonic facsimile of this authorization shall be valid as the original.

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

\_\_\_\_\_  
Date

***By signing above, you acknowledge that you received a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act" on following page.***

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

PARA INFORMACION EN ESPANOL, VISITE [WWW.FTC.GOV/CREDIT](http://WWW.FTC.GOV/CREDIT) O ESCRIBE A LA FTC CONSUMER RESPONSE CENTER, ROOM 130-A 600 PENNSYLVANIA AVE. N.W., WASHINGTON, D.C. 20580.

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.FTC.GOV/CREDIT](http://WWW.FTC.GOV/CREDIT) OR WRITE TO: CONSUMER RESPONSE CENTER, ROOM 130-A, FEDERAL TRADE COMMISSION, 600 PENNSYLVANIA AVE. N.W., WASHINGTON, D.C. 20580.

- 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, BY SEPTEMBER 2005 ALL CONSUMERS WILL BE ENTITLED TO ONE FREE DISCLOSURE EVERY 12 MONTHS UPON REQUEST FROM EACH NATIONWIDE CREDIT BUREAU AND FROM NATIONWIDE SPECIALTY CONSUMER REPORTING AGENCIES. SEE [WWW.FTC.GOV/CREDIT](http://WWW.FTC.GOV/CREDIT) 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.FTC.GOV/CREDIT](http://WWW.FTC.GOV/CREDIT) 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, THE CONSUMER REPORTING AGENCY IS NOT REQUIRED TO REMOVE ACCURATE DEROGATORY INFORMATION FROM YOUR FILE UNLESS IT IS OUTDATED (AS DESCRIBED BELOW) OR CANNOT BE VERIFIED. 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.FTC.GOV/CREDIT](http://WWW.FTC.GOV/CREDIT).

- 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 1-888-567-8688.

- 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.FTC.GOV/CREDIT](http://WWW.FTC.GOV/CREDIT).

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.

THE FCRA GIVES SEVERAL DIFFERENT FEDERAL AGENCIES AUTHORITY TO ENFORCE THE FCRA:

FOR QUESTIONS OR CONCERNS REGARDING: PLEASE CONTACT:

CONSUMER REPORTING AGENCIES,  
CREDITORS, AND OTHERS NOT LISTED  
BELOW:

NATIONAL BANKS, FEDERAL BRANCHES/  
AGENCIES OF FOREIGN BANKS  
(WORD "NATIONAL" OR INITIALS  
"N.A." APPEAR  
IN OR AFTER BANK'S NAME)

FEDERAL RESERVE SYSTEM MEMBER  
BANKS  
(EXCEPT NATIONAL BANKS, AND FEDERAL  
BRANCHES/AGENCIES OF FOREIGN BANKS)

SAVINGS ASSOCIATIONS AND FEDERALLY  
CHARTERED SAVINGS BANKS (WORD  
"FEDERAL" OR INITIALS "F.S.B." APPEAR IN  
FEDERAL INSTITUTION'S NAME)

FEDERAL CREDIT UNIONS (WORDS  
"FEDERAL  
CREDIT UNION" APPEAR IN INSTITUTION'S  
NAME)

AIR, SURFACE, OR RAIL COMMON CARRIERS  
REGULATED BY FORMER CIVIL  
AERONAUTICS

BOARD OR INTERSTATE COMMERCE  
COMMISSION

ACTIVITIES SUBJECT TO THE PACKERS AND  
STOCKYARDS ACT, 1921

FEDERAL TRADE COMMISSION  
CONSUMER RESPONSE CENTER - FCRA  
WASHINGTON, DC 20580  
1-877-382-4357

OFFICE OF THE COMPTROLLER OF THE  
CURRENCY COMPLIANCE MANAGEMENT,  
MAIL STOP 6-6 WASHINGTON, DC 20219  
800-613-6743

FEDERAL RESERVE BOARD - DIVISION OF  
CONSUMER & COMMUNITY AFFAIRS  
WASHINGTON, DC 20551

OFFICE OF THRIFT SUPERVISION  
CONSUMER COMPLAINTS  
WASHINGTON, DC 20552  
800-842-6929

NATIONAL CREDIT UNION  
ADMINISTRATION 1775  
DUKE STREET ALEXANDRIA, VA 22314  
703-519-4600

DEPARTMENT OF TRANSPORTATION  
OFFICE OF FINANCIAL MANAGEMENT  
WASHINGTON, DC 20590  
202-366-1306

DEPARTMENT OF AGRICULTURE  
OFFICE OF DEPUTY ADMINISTRATOR –  
GIPSA WASHINGTON