

ADVERSE ACTION NOTIFICATION

Dear **@FirstName**:

We write to inform you that **@COMPANY_NAME@** (the "Company") is unable to offer you employment or has decided not to offer you a promotion.

This decision was based, in whole or in part, on information contained in a consumer report and/or investigative consumer report, including the following specific criminal history items contained in the report:

@REASON_FOR_DISQUALIFICATION@

Client to populate Additional Comments with the specific charges and rationale for potential disqualification for Illinois Applicants/Employees. Clients can also provide additional information to applicants as needed in this section. These comments will appear on both the pre and final adverse action notices.

A copy of this report was previously given to you. The agency that provided the report is:

Sterling
4511 Rockside Rd., 4th Floor
Independence, OH 44131
Phone: 888.889.5248
Email: dispute.resolution@sterlingcheck.com
Website: www.sterlingcheck.com

Sterling did not make this employment decision and is unable to supply you with specific reasons why the decision was made. You have the right to obtain a free copy of the report if you submit a written request to the agency identified above no later than 60 days after you receive this notice. You also have the right to dispute the accuracy or completeness of any information in the report by contacting Sterling above directly.

Illinois Applicants/Employees Only: The criminal history item(s) identified above resulted in the Company being unable to offer you employment or promotion because the record(s) are either (1) substantially job related; and/or (2) present an unreasonable risk to property or safety/welfare of specific individuals or the general public.

Please note: Sample documents should NOT be construed as legal advice, guidance, or counsel. Employers should consult their own attorney about their compliance responsibilities under the FCRA and applicable state and municipal law. Employers seeking credit reports or alcohol/drug test results may be required by applicable state law to provide separate and additional notices in addition to those included in the sample documents. Employers in New York City and Los Angeles must also provide applicants with the appropriate Fair Chance forms which are not included as part of this service. Sterling Infosystems expressly disclaims any warranties or responsibility for damages associated with or arising out of these sample forms or other information provided.

You may request reconsideration of the Company's decision and/or provide additional information that you believe may be relevant to the Company's decision by contacting the Company directly. Please also be advised that you have the right to file a charge with the Illinois Department of Human Rights.

Philadelphia Applicants/Employees Only: You have 10 business days to provide information concerning the accuracy of the criminal history information in your consumer report or additional information you wish the Company to consider. The Company will consider all additional information provided by you.

Massachusetts Applicants/Employees only: You have the right to obtain a free copy of your credit report within sixty days from the consumer credit reporting agency which has been identified on this notice. The consumer credit reporting agency must provide someone to help you interpret the information on your credit report. Each calendar year you are entitled to receive, upon request, one free consumer report. You have the right to dispute inaccurate information by contacting the consumer credit reporting agency directly. If you have notified a consumer credit reporting agency in writing that you dispute the accuracy of information in your file, the agency must then, within thirty business days, reinvestigate and modify or remove inaccurate information. The consumer credit reporting agency may not charge a fee for this service. If reinvestigation does not resolve the dispute to your satisfaction, you may send a letter to the consumer credit reporting agency, to be kept in your file, explaining why you think the record is inaccurate. The consumer credit reporting agency must include your statement about the disputed information in a report it issues about you.

California Applicants/Employees only (this section applies only if the report referenced above is a credit report): You have the right to obtain a free copy of your credit report within 60 days from the consumer credit reporting agency which has been identified on this notice and from any other consumer credit reporting agency which compiles and maintains files on consumers on a nationwide basis. Under California law, you also have the right to dispute with the consumer reporting agency the accuracy or completeness of any information in the report.

California Applicants/Employees only (this section applies only if the adverse decision is based on criminal history information): The Company's procedure for you to challenge or request that we reconsider our decision is to contact the Company. You have a right to file a complaint with the California Department of Fair Employment and Housing.

Sincerely,

@sign

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Enclosures:

A Summary of Your Rights Under the FCRA

As applicable, the below documents may be included:

A Summary of Your Rights Under California Law

A Summary of Your Rights Under Massachusetts Law

Article 23-A of the New York Correction Law

A Summary of Your Rights Under New Jersey Law

A Summary of Your Rights Under Washington Law

A Summary of Your Rights Under Wisconsin Law

SAMPLE

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