

PRE-ADVERSE ACTION NOTIFICATION

Dear **@FirstName**:

You recently authorized **@COMPANY_NAME@** (the "Company") to obtain consumer reports and/or investigative consumer reports about you from a consumer reporting agency. The Company is considering taking action based, in whole or in part, on the report(s), including the following information which may include criminal history information if applicable:

@REASON_FOR_DISQUALIFICATION@

[Client to populate Additional Comments with the specific information including criminal history information and rationale for potential disqualification (including, for Illinois Applicants/Employees, an explanation why records are substantially job-related and/or present an unreasonable risk to property or the safety/welfare of specific individuals or the general public). 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.]

Enclosed please find (1) a copy of the report we obtained from:

Sterling

6150 Oak Tree Boulevard, Suite 490 Independence, OH 44131

Phone: 888.889.5248

Email: dispute.resolution@sterlingcheck.com

Website: www.sterlingcheck.com

(2) A Summary of Your Rights Under the Fair Credit Reporting Act, and (3) any applicable state/local documents/summary of rights. If you wish to dispute the accuracy of the information in the report directly with the consumer reporting agency (i.e., the source of the information contained in the report), you should contact Sterling at the e-mail identified above.

If you believe that there is additional information that may help us better evaluate your fitness for this position, including evidence of inaccuracy, rehabilitation, or mitigating circumstances, please promptly call or email your Company contact. We will evaluate the information in your report and any information that you provide in accordance with applicable law.

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 may be required to 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.

Personal and Confidential

If we do not hear from you within **@DAYS_BETWEEN_PRE_FINAL_AA@**, we will make our hiring determination based on the information currently available to us.

California Applicants/Employees Only: If you advise us within the next 5 business days that the criminal record information is inaccurate and that you are obtaining supporting documentation, you will be given an additional 5 business days to provide us with that information.

Los Angeles Applicants/Employees Only: You will be provided with an assessment of your criminal history under separate cover. If we receive additional information about your criminal history from you within the next 5 business days, we will reassess your case. You will be notified of our final decision and provided with a copy of our written reassessment.

Illinois Applicants/Employees Only: Please be advised that *any criminal history item(s) identified above may, in whole or in part, result in action because the records are substantially job related and/or present an unreasonable risk to property, safety or welfare of specific individuals or the general public.*

Gainesville Florida Applicants/Employees Only: This section applies only if the adverse decision is based on criminal history information: *This notice is provided in accordance with the City of Gainesville Code of Ordinances, Chapter 14.5, Section 14.5-181, which regulates the process and timing of criminal background checks conducted on job applicants.*

In the event that an adverse employment action is taken based upon information contained in the pre-employment background screen, the Company will provide you notice of such action.

Sincerely,

@sign

Enclosures:

A Summary of Your Rights Under the FCRA
Consumer Report

As applicable, the below documents may be included:

A Summary of Your Rights Under California Law
A Summary of Your Rights Under Maryland Law
A Summary of Your Rights Under Massachusetts Law
A Summary of Your Rights Under Nevada Law
Article 23-A of the New York Correction Law
A Summary of Your Rights Under New Jersey Law

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Personal and Confidential

A Summary of Your Rights Under Texas Law
A Summary of Your Rights Under Washington Law
Alabama Security Freeze Notice
Alaska Security Freeze Notice
Arkansas Security Freeze Notice
California Security Freeze Notice
Colorado Security Freeze Notice
Connecticut Security Freeze Notice
Delaware Security Freeze Notice
Florida Security Freeze Notice
Georgia Security Freeze Notice
Indiana Security Freeze Notice
Missouri Security Freeze Notice
Montana Security Freeze Notice
New Hampshire Security Freeze Notice
New Jersey Security Freeze Notice
New Mexico Security Freeze Notice
New York Security Freeze Notice
North Carolina Security Freeze Notice
North Dakota Security Freeze Notice
Ohio Security Freeze Notice
Oklahoma Security Freeze Notice
Rhode Island Security Freeze Notice
Tennessee Security Freeze Notice
Vermont Security Freeze Notice
Virginia Security Freeze Notice
Washington, D.C. Security Freeze Notice
West Virginia Security Freeze Notice
Wisconsin Security Freeze Notice

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