

BALL STATE UNIVERSITY

BACKGROUND CHECK CONSENT AND RELEASE FORM

Ball State University's Policy on Background Checks for Employment (the "Policy") requires that certain background checks and information verifications – listed in Part III of the Policy – be obtained by the University for employment-related purposes. I understand that my consent to such background checks and information verifications is a condition of my initial and continued employment with the University. I have carefully read the Policy and this Consent and Release Form, and I hereby consent to such background checks and information verifications, including those performed by any consumer reporting agency at the University's request. If I am an applicant for employment and the University hires me, this consent will continue to apply throughout the period of my employment to the extent permitted by law and I have an affirmative duty to report the conviction of a crime immediately.

Reports prepared by a consumer reporting agency based on its background checks and information verifications may constitute consumer or investigative consumer reports as defined in the Fair Credit Reporting Act. Such reports may include federal, state or local criminal history records or information pertaining to me, as well as other information concerning my education, qualifications, work experience, character, general reputation, personal characteristics and/or mode of living. I hereby authorize any consumer reporting agency to release and disclose, verbally and in writing, these reports and this information to authorized representatives of Ball State University within the terms of the Policy.

I hereby authorize all persons and entities including, without limitation, educational institutions, my current and former employers, government agencies and police departments, to disclose and provide all relevant records and information requested by a consumer reporting agency or Ball State University as part of any background check and/or information verification obtained for employment-related purposes pursuant to the Policy; and I hereby forever release and discharge (1) Ball State University, (2) any consumer reporting agency that performs any background check and/or information verification at the University's request pursuant to the Policy, and (3) any person or entity including, without limitation, any educational institution, my current and former employers, any government agency or police department that discloses or provides records or information requested by Ball State University or any consumer reporting agency as part of a background check and/or information verification obtained pursuant to the Policy (collectively, the "Releasees"), as well as all of the Releasees' trustees, directors, officers, employees and representatives, from any claims, suits, damages, losses, liabilities, costs or expenses arising as the result of or in any way related to their participation in the performance of any background check, information verification, and/or other action taken pursuant to the Policy, to the fullest extent permitted by law.

I hereby certify that the information I have provided following my signature below is true and complete to the best of my knowledge. I understand that if any such information is materially false or incomplete, it will be sufficient cause for my dismissal, if I am employed by Ball State University now or in the future. I agree that this Consent and Release Form, in original, faxed, photocopied or electronic form, will be valid for any background checks, information verifications, reports or other purposes under the Policy.

Signature

Date

My identifying information, including all of the names I have used and everywhere I have resided during the last seven (7) years (add second page if more space needed)

My name (printed) – Last, First Middle

Other names I have used, including maiden name

My current street address

City, State, Zip

How long?

County

My previous street address

City, State, Zip

How long?

County

My previous street address

City, State, Zip

How long?

County

My Social Security Number

My date of birth

My gender

My name as it appears on my driver's license

My driver's license number and state of issuance

Employing department at Ball State University: _____

Unless otherwise instructed by your department, please complete and print this form and fax to Human Resources: 765-285-8663. Also, please print the following two pages and keep for your reference.

Requested From: Reference Services, Inc.
Request by: Ball State University

Applicant Name:
Applicant SSN:
Profile No:

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

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 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 identify 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 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 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, 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.

- **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 1-888-5-OPTOUT (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.

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. Federal enforcers are:

Received:
Completed:

Requested From: Reference Services, Inc.
Request by: Ball State University

Applicant Name:
Applicant SSN:
Profile No:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name).	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

Received:
Completed: