

# BOARD OF COUNTY COMMISSIONERS OF ALLEGANY COUNTY, MARYLAND

## AUTHORIZATION

I have carefully read and understand this Disclosure and Authorization form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to preparation of background reports by a consumer reporting agency such as HireRight, Inc. (HireRight), and to the release of such background reports to the County and its designated representatives and agents, for the purpose of assisting the County in making a determination as to my eligibility for employment (including independent contractor assignments, as applicable), promotion, retention, or for other lawful employment purposes. I understand that if the County hires me, or contracts for my services, my consent will apply, and the County may, as allowed by law, obtain additional background reports pertaining to me, without asking for my authorization again, throughout my employment or contract period from HireRight and/or other consumer reporting agencies.

I also understand that information contained in my employment or contractor application, or otherwise disclosed by me before or during my employment or contract assignment, if any, may be used for the purpose of obtaining and evaluating background reports on me. I also understand that nothing herein shall be construed as an offer of employment or contract for services.

I authorize all of the following, without limitation, to disclose information about me to the consumer reporting agency and its agents: law enforcement and all other federal, state, and local agencies, learning institutions (including public and private schools, colleges, and universities), testing agencies, information service bureaus, credit bureaus, record/data repositories, courts (federal, state, and local), motor vehicle records agencies, my past or present employers, the military, and all other individuals and sources with any information about or concerning me. The information that can be disclosed to the consumer reporting agency and its agents includes, but is not limited to, information concerning my employment and earnings history, education, credit history, motor vehicle history, criminal history, military service, and professional credentials and licenses.

By my signature below, I also certify the information I provided on and in connection with this form is true, accurate, and complete, and that my application or employment may be terminated based on any false, omitted, altered, or fraudulent information. I agree that this form in original, faxed, photocopied or electronic (including electronically signed) form, will be valid for any reports that may be requested by or on behalf of the County.

**California, Minnesota, or Oklahoma applicants only:** Please check this box if you would like to receive (whenever you have such right under the applicable state law) a copy of your background report if one is obtained on you by the County.

## **PLEASE PRINT LEGIBLY**

Applicant Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Other Names Used (alias, maiden, nickname): \_\_\_\_\_

Social Security No.:\* \_\_\_\_\_ Date of Birth:\*

Present Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Length of Time at this address: From: \_\_\_\_\_ To: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Cellular Telephone Number: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Prior Addresses: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
\_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ Gender: \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

\* This information will be used only for background screening purposes and will not be taken into consideration in any employment decisions.

**BOARD OF COUNTY COMMISSIONERS OF ALLEGANY COUNTY, MARYLAND**  
**CONSUMER DISCLOSURE AND AUTHORIZATION FORM**

**Disclosure Regarding Background Investigation**

**THE ALLEGANY COUNTY COMMISSIONERS**, (the “County”) may request, for lawful employment purposes, background information about you from a consumer reporting agency in connection with your employment or application (including independent contractor assignments, as applicable). This background information may be obtained in the form of consumer reports and/or investigative consumer reports (commonly known as “background reports”). An “investigative consumer report” is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without information obtained from personal interviews), the most common form of which is checking personal or professional references. These background reports may be obtained at any time after receipt of your authorization and, if you are hired or engaged by the County, throughout your employment or your contract period, as allowed by law.

HireRight, Inc. (“HireRight”), or another consumer reporting agency, will prepare or assemble the background reports for the County. HireRight, Inc. is located and can be contacted by mail at 5151 California, Irvine, CA 92617, and HireRight can be contacted by telephone at 800-400-2761. Information about HireRight’s privacy practices is available at [www.hireright.com/Privacy-Policy.aspx](http://www.hireright.com/Privacy-Policy.aspx).

The background report may contain information concerning your character, general reputation, personal characteristics, mode of living, and credit standing. The types of information that may be obtained include, but are not limited to: social security number verifications; address history; credit reports and history; criminal records and history; public court records; driving records; accident history; workers’ compensation claims; bankruptcy filings; educational history verifications (e.g., dates of attendance, degrees obtained); employment history verifications (e.g., dates of employment, salary information, reasons for termination, etc.); personal and professional references checks; professional licensing and certification records checks; drug/alcohol testing results, and drug/alcohol history in violation of law and/or company policy; and other information bearing on your character, general reputation, personal characteristics, mode of living, and credit standing.

The information may be obtained from private and public record sources, including, as appropriate: government agencies and courthouses; educational institutions; former employers; and, for investigative consumer reports, personal interviews with such sources as neighbors, friends, former employers and associates; and other information sources. If the County should obtain information bearing on your credit worthiness, credit standing, or credit capacity for reasons other than as required by law, then the County will use such credit information to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being evaluated.

You may request more information about the nature and scope of any investigative consumer report, if any, by contacting the County c/o: **Director of Human Resources, Allegany County Commissioners, 701 Kelly Road, Cumberland, MD 21502, 301-777-2190, x2**. A summary of your rights under the Fair Credit Reporting Act, as well as certain state-specific notices, are also being provided to you.

**ADDITIONAL STATE LAW NOTICES**

If you are an applicant, employee, or contractor in any of the states listed below, please also note the following:

**CALIFORNIA:** Under section 1786.22 of the California Civil Code, you may view the file maintained on you by the consumer reporting agency (e.g., HireRight) during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at the consumer reporting agency’s offices in person, during normal business hours, and on reasonable notice, or by certified mail. You may also receive a summary of the file by telephone, upon submitting proper identification and written request. The consumer reporting agency has trained personnel available to explain your file to you, including any coded information, and will provide a written explanation of any coded information contained in your file. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification. “Proper identification” includes documents such as a valid driver’s license, social security account number, military identification card, and credit cards. If you cannot identify yourself with such information, the consumer reporting agency may require additional information concerning your employment and personal or family history

## BOARD OF COUNTY COMMISSIONERS OF ALLEGANY COUNTY, MARYLAND

to verify your identity. Additional California-specific information is available from the Director of Human Resources at the address shown above.

**MAINE:** You have the right, upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from the County, within five (5) business days of our receipt of your request, the name, address, and telephone number of the nearest office designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such consumer reporting agencies copies of any such reports.

**MASSACHUSETTS:** You have the right to know whether the County requested an investigative consumer report about you and, upon written request to the County, to receive a copy of any such report. You also have the right to ask the consumer reporting agency (e.g., HireRight) for a copy of any such report.

**MINNESOTA:** You have the right in most circumstances to submit a written request to the consumer reporting agency (e.g., HireRight) for a complete and accurate disclosure of the nature and scope of any consumer report the County ordered about you. The consumer reporting agency must provide you with this disclosure within five (5) days after its receipt of your request or the report was requested by the County, whichever date is later.

**NEW JERSEY:** You have the right to submit a request to the consumer reporting agency (e.g., HireRight) for a copy of any investigative consumer report the County requested about you. A summary of your rights under the New Jersey Fair Credit Reporting Act is available from the Director of Human Resources at the address shown above.

**NEW YORK:** You have the right, upon written request, to be informed of whether or not the County requested a consumer report or investigative consumer report about you. Shown above is the address and telephone number for HireRight, the consumer reporting agency used by the County. You may inspect and receive a copy of any such report by contacting that consumer reporting agency. A copy of Article 23-A of the New York Correction Law is available from the Director of Human Resources at the address shown above.

**WASHINGTON STATE:** If the County requests an investigative consumer report, you have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from the County a complete and accurate disclosure of the nature and scope of the investigation requested by the County. You are entitled to this disclosure within five (5) days after the date your request is received or the County ordered the report, whichever is later. You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act, which is available from the Director of Human Resources at the address shown above.

# BOARD OF COUNTY COMMISSIONERS OF ALLEGANY COUNTY, MARYLAND

*Para informacion en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street, NW, Washington, DC 20552*

## 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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552.**

- 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, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.
- You have the right to ask for a credit score.** Credit scores are numerical summaries of your creditworthiness 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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) 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 agency may continue to report information it has verified as accurate.

## BOARD OF COUNTY COMMISSIONERS OF ALLEGANY COUNTY, MARYLAND

- 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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- 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 on which these offers are based. 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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**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. For information about your federal rights contact:**

TYPE OF BUSINESS:	PLEASE CONTACT:
1. a. Banks, savings associations, credit unions with total assets of over \$10 billion and their affiliates.  b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552  b. Federal Trade Commission Consumer Response Center Washington, DC 20580 877-382-4357
2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)  b. State member banks, branches/agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under §25 or 25A of the Federal Reserve Act.  c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations.  d. Federal Credit Unions	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050  b. Federal Reserve Consumer Help Center PO Box 1200 Minneapolis, MN 55480  c. FDIC Consumer Response Center 1100 Walnut Street, Box 11 Kansas City, MO 64106  d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314

## BOARD OF COUNTY COMMISSIONERS OF ALLEGANY COUNTY, MARYLAND

TYPE OF BUSINESS:	PLEASE CONTACT:
<b>3. Air Carriers</b>	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, SE Washington, DC 20590
<b>4. Creditors Subject to Surface Transportation Board</b>	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, SE Washington, DC 20423
<b>5. Creditors Subject to Packers and Stockyards Act, 1921</b>	Nearest Packers and Stockyards Administration Area Supervisor
<b>6. Small Business Investment Companies</b>	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8 <sup>th</sup> Floor Washington, DC 20549
<b>7. Brokers and Dealers</b>	Securities and Exchange Commission 100 F Street, NE Washington, DC 20549
<b>8 Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</b>	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-2090
<b>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</b>	FTC Regional Office for region in which the creditor operates <b>OR</b> Federal Trade Commission Consumer Response Center – FCRA Washington, DC 20580 877-382-4387