

SAMPLE:

Digital Release Authorization with Electronic Signature

HIRE~SAFE
INSTASCREEN QUICKAPP™

HOME

ORDER

WORKSPACE


ADMIN

UTILITIES

ORDERNew Order
Batch Order**IN PROCESS**Draft Orders
Applicant Pending
Applicant Ready
XML Ready

Select Searches

A Demo View - Essential Profile: \$49.00 core price

PRODUCT SEARCHES Please select those searches and services you wish to include in your product order from the list below. **Credit** Lien & Judgments Report **Identity Development****Person Search** SSN Trace Report **Investigative**

- County Criminal Records Search
 - State Criminal Records Search (not available from all states)
 - Federal Criminal Records Search
 - National Criminal Profile Report
 - Sex Offender Records Search
 - County Civil Records Search
 - Federal Civil Records Search: Included w/County search
- Global Homeland Security Search**



 OFAC / Global Homeland Security Search **Verification**

- Employment Verification (USA)
- Workers Compensation Report
- Professional Reference Verification


 **Credentials**

- Professional License Verification
- Education Verification (USA)
- Motor Vehicle Records
- OIG Medicare/Medicaid Sanction Report

 **Substance Abuse Screening****Substance Abuse Detection**

- 5-Panel Urinalysis (non-DOT) 
- 9-Panel Urinalysis (non-DOT) 

* ORDER REQUESTOR (A DEMO VIEW)

Jefferson, Thomas **QuickApp™ Order**Next 

Cancel

HOME

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QuickApp™ Order

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APPLICANT INFORMATION

 Please enter the following information. When finished, click the **Place Order** button to send out notification and begin the application process.

* Last Name:	* First Name:	Reference:
<input type="text" value="HOPEFULL"/>	<input type="text" value="JOHNNY"/>	<input type="text" value="CEO"/>
* Applicant E-mail Address:	* E-mail From Address:	
<input type="text" value="ApplicantEmail@gmail.com"/>	<input type="text" value="ClientEmailAddress@gmail.com"/>	

Place Order

Cancel

From: HRmanager@ClientName.com
Sent: Saturday, February 20, 2010 11:05 AM
To: ApplicantEmail@gmail.com
Subject: Application Notification

February 20, 2010

Dear Johnny Hopefull,

As part of your application to work with **CLIENT NAME**, you will need to fill out the attached background questionnaire so that the Company can conduct a background check about you. As part of that process, you will need to electronically sign a Notice and Authorization form ("Authorization Form") consenting to these checks. This Authorization Form will allow our background agency, HIRE-SAFE, to verify the information you provide and share its results with **CLIENT NAME**.

The questionnaire takes approximately 15 minutes to complete and we recommend that you double check the information you provide to ensure there is no delay with your employment application.

An associate from HIRE-SAFE may contact you for additional information during the verification process. Please respond promptly so **CLIENT NAME** can complete the background verification as quickly as possible so as not to delay the hiring process.

Please click on the link below to begin the process. Please note this link will expire within 14 days, and if the background questionnaire is not completed within this time, you will not be considered for employment with **CLIENT NAME**. The link is good for one time use and once the submit button is pressed, it will no longer be active.

If you need any assistance while filling out the application, you may contact **CLIENT NAME** at HRmanager@ClientName.com or our background agency HIRE-SAFE at 916-226-2550 or by e-mail at research@hiresafe.com.

When you have completed the online background questionnaire form, please respond to **CLIENT NAME** at HRmanager@ClientName.com to provide us with feedback or suggestions for improvement. Please be careful to double check all the information you provide. Once you submit your information, you will not be able to modify or change it. Please note that HIRE-SAFE supports Microsoft Internet Explorer 7.0 or higher.

Applicant Name: JOHNNY HOPEFULL
Application Link: [Click here to begin](#)

Thank you,
CLIENT NAME
702-555-1234
HRmanager@ClientName.com

NOTE -- If you have any problems with the applicant link above, please copy and paste the following text into your browser's address field to begin the application process:

<https://hiresafe.instascreen.net/orderquickapp/index.taz?x=ad3b63811b66a100c1c44f463c1b8ef7d291b363&y=2575&z=14>

This email is intended only for the person or entity to which it is addressed and may contain information that is privileged, confidential, or otherwise protected from disclosure. Dissemination, distribution, or copying of this e-mail or the information herein by anyone other than the intended recipient, or by an employee or agent responsible for delivering the message to the intended recipient, is prohibited. If you have received this e-mail in error, please notify us immediately by replying to the sender.

Introduction

You have requested the opportunity to complete a background questionnaire as part of the **CLIENT NAME INSERTED** hiring process. Before you may begin the background questionnaire, you will need to electronically sign a Disclosure and Authorization Form ("Authorization Form"). This Authorization Form will allow our background agency, HIRE-SAFE, to verify the information that you provide and conduct a background check on you.

The process of signing the Authorization Form will be conducted electronically to make it easier for you. To ensure that your Authorization Form is not altered after its submission, HIRE-SAFE employs special technology called a SHA-1 message digest algorithm to take a digital "fingerprint" of your application data and Authorization Form. It is virtually infeasible to produce two messages having the same message digest. Once we have your information stored in this manner, the data cannot be altered without also affecting the message digest. Any changes or tampering with your Authorization Form data are thus made apparent to HIRE-SAFE. Please see [FIPS 180-1](#) for a more detailed explanation.

To ensure that a signature is unique, and to safeguard applicants against unauthorized use of their name, your IP address (**20.00.146.000**) has been recorded and will be stored along with your electronic signature. In addition, please note that HIRE-SAFE requires applicants wishing to submit their Authorization Form electronically to include their social security number. This information will be sent over a secure website and will be encrypted.

You will have the opportunity to print the completed Authorization upon completion.

Note that if you do not wish to complete the Authorization form electronically, you may print it out and send it to HIRE-SAFE.

Applicant Must Complete One Of The Following

Option #1

- I, **Johnny Hopeful** (type full name), consent to signing this form electronically. I understand that HIRE-SAFE uses computer technology called SHA-1 message digest algorithm to ensure that my Authorization Form is not altered after its submission. I agree to allow HIRE-SAFE to monitor my electronic Authorization Form in this way.

Option #2

- I, (type full name), **do not** wish to electronically sign this form. Rather, I prefer to print it out, sign it by hand, and return it by mail or in person to **CLIENT NAME INSERTED** I understand this may delay my application **CLIENT NAME INSERTED**.

[Submitted on Sun Feb 21 15:41:31 MST 2010 from address 20.00.146.000]

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

Para información en español, 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 1-888-567-8688.

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:

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

I acknowledge receipt of the Summary of Your Rights Under the Fair Credit Reporting Act (FCRA) and certify that I have read and understand this document.

[Submitted on Sun Feb 21 15:41:31 MST 2010 from address 20.00.146.000]

California Resident Notice

Applicant Must Complete One Of The Following

Option #1

I certify that I am **not** an applicant applying to work in California or a resident of California.

Option #2

I certify that I am an applicant applying to work in California or a resident of California.

NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW

Employer (the "Company") intends to obtain information about you from an investigative consumer reporting agency and/or a consumer credit reporting agency for employment purposes. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be HIRE-SAFE, 8788 Elk Grove Blvd. , Suite O, Elk Grove, CA 95624, Phone: 916-226-2550 / 888-792-4473, Fax: 916-226-2552. The source of any credit report will be will be HIRE-SAFE, 8788 Elk Grove Blvd. , Suite O, Elk Grove, CA 95624, Phone: 916-226-2550 / 888-792-4473, Fax: 916-226-2552.

The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law. Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the ICRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. ICRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRAs.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW and certify that I have read and understand this document.

[Submitted on [Submitted on Sun Feb 21 15:41:31 MST 2010 from address 20.00.146.000]

New York Resident Notice

Applicant Must Complete One Of The Following

Option #1

I certify that I am **not** an applicant applying to work in New York or a resident of New York.

Option #2

I certify that I am an applicant applying to work in New York or a resident of New York.

**NOTICE REGARDING BACKGROUND INVESTIGATION
PURSUANT TO NEW YORK LAW
NEW YORK CORRECTION LAW
ARTICLE 23-A
LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY
CONVICTED OF ONE OR MORE CRIMINAL OFFENSES**

Section 750. Definitions.

751. Applicability.

752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

753. Factors to be considered concerning a previous criminal conviction; presumption.

754. Written statement upon denial of license or employment.

755. Enforcement.

§750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

- (1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.
- (2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.
- (3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
- (4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
- (5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

(1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or

(2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§753. Factors to be considered concerning a previous criminal conviction; presumption. 1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

(a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.

(b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.

(c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.

(d) The time which has elapsed since the occurrence of the criminal offense or offenses.

(e) The age of the person at the time of occurrence of the criminal offense or offenses.

(f) The seriousness of the offense or offenses.

(g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.

(h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§755. Enforcement. 1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.

2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

I acknowledge receipt of ARTICLE 23-A OF NEW YORK CORRECTION LAW and certify that I have read and understand this document.

[Submitted on Sun Feb 21 15:41:31 MST 2010 from address 20.00.146.000]

DISCLOSURE AND AUTHORIZATION

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT]

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Employer ("the Company") may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. These reports will include checks regarding your criminal history, social security trace, employment and education references, credit history, professional licenses and credentials. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by HIRE-SAFE, 8788 Elk Grove Blvd. , Suite O, Elk Grove, CA 95624, Phone: 916-226-2550 / 888-792-4473, Fax: 916-226-2552, or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing Employer to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York and Maine applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by Employer by contacting the consumer reporting agency identified above directly.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by HIRE-SAFE, 8788 Elk Grove Blvd. , Suite O, Elk Grove, CA 95624, Phone: 916-226-2550 / 888-792-4473, Fax: 916-226-2552, another outside organization acting on behalf of the Company, and/or the Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

New York applicants or employees only: By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge

whenever you have a right to receive such a copy under California Law.

I understand that typing my name in the Type Name section below, and my User ID or Social Security Number in the Type User ID section below, checking the "I AGREE" box below, and clicking on the "SIGN ACKNOWLEDGMENT" button, constitutes my electronic signature, dated as of when I click on the "SIGN ACKNOWLEDGMENT" button, and that by doing so:

- I am authorizing HIRE-SAFE to conduct the background check(s) described above
- I am consenting to use electronic means to sign this form and have read and understand the above disclosure
- I acknowledge I may request a hard copy of this Disclosure and Authorization form after agreeing to the background check electronically by calling HIRE-SAFE at: 916-226-2550 / 888-792-4473, Fax: 916-226-2552.

I AGREE Type Name: **Johnny Hopeful**

Type User ID/SSN: XXX - XX **[5678]**