

American Screening, LLC Since 1991

THE BOTTOM LINE IN BUSINESS PROTECTION

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INSTRUCTIONS AND REQUIREMENTS BY LAW

1. COMPLETE SERVICE AGREEMENT. FAX OR EMAIL BACK.
2. NOTE THERE ARE TWO TYPES RELEASES: A RELEASE SPECIFICALLY REQUIRED AS A “STAND ALONE” RELEASE FOR ANY TYPE OF **CREDIT REPORT** REQUESTED. THERE IS A SECOND RELEASE FOR ALL OTHER BACKGROUND CHECKS BEING PERFORMED. ALL RELEASES MUST BE FAXED TO AMERICAN SCREENING, LLC PRIOR TO ANY BACKGROUND CHECK.
3. PLEASE READ THE “NOTICE TO USERS OF CONSUMER CREDIT REPORTS: OBLIGATIONS OF USERS UNDER THE FCRA.” IF ANY PART OF THIS NOTICE IS UNCLEAR, PLEASE CONTACT OUR OFFICE. Link at website:
<http://www.americanscreening.com/law.html>
4. IN THE EVENT THAT YOU DENY A POSITION BASED ON ANY BACKGROUND CHECK, IT IS **REQUIRED BY LAW** THAT YOU MUST FOLLOW THE STEPS PROVIDED AT OUR WEBSITE : <http://www.americanscreening.com/adverseaction.html>
5. PLEASE NOTE: ALL OUR CRIMINAL CHECKS ARE RESEARCHED A MINIMUM OF 10 YEARS BACK. IF ANY APPLICANT HAS BEEN RESIDENT IN THE CURRENT STATE FOR LESS, WE SUGGEST A CRIMINAL CHECK BE REQUESTED IN THE STATES SUBJECT PREVIOUSLY RESIDED IN SO YOU WILL HAVE THE FULL ADVANTAGE OF A THOROUGH CRIMINAL CHECK.
6. IT HAS BEEN OUR EXPERIENCE THAT SOCIAL SECURITY NUMBERS AND DATES OF BIRTH ARE ERRONEOUSLY WRITTEN DOWN ON RELEASES. WE SUGGEST THAT LICENSE AND SOCIAL SECURITY CARDS BE INSPECTED AT THE ONSET OF THE APPLICATON. AN SS# VERIFICATION BY AMERICAN SCREENING, LLC WILL BE PROCESSED BEFORE ANY BACKGROUND CHECK IS PERFORMED AT NO ADDITIONAL CHARGE. ALL BACKGROUND CHECKS REQUIRE **ACCURATE** IDENTIFIERS.
7. PLEASE MAKE SURE RELEASES SUPPLIED TO US ARE CLEARLY WRITTEN OR TYPED.

WWW.AMERICANSCREENING.COM