

**THE PENNSYLVANIA STATE UNIVERSITY**

**INFORMATION AND CONSENT CONCERNING CONSUMER AND INVESTIGATIVE CONSUMER REPORTS FOR APPOINTMENTS OR EMPLOYMENT OTHER THAN ACADEMIC**

**(Required before proceeding with background checks by Act 15 U.S.C.)**

Requesting Department \_\_\_\_\_  
Work Unit \_\_\_\_\_

This form, which you should read carefully, has been provided to you because the University may request a consumer report and/or investigative consumer report, as those terms are defined by the Fair Credit Reporting Act, which governs also the procurement of background reports for employment purposes. The University will request such reports solely for employment-related purposes.

The consumer report and/or investigative consumer report will be obtained from HireRight, Inc., (“HireRight”) located at 2100 Main Street, Suite 400, Irvine, CA 92614. They can be contacted at 800-400-2761. The information sought may include but not be limited to a number of sources, such as criminal conviction records; public court records; and when applicable, Department of Motor Vehicle records, credit reports, and verification of highest degree and, if applicable, current professional license or certification earned. The information will be kept in strict confidence by HireRight and the University.

Although HireRight may not be doing a background check on your credit history, since such credit report information is not requested when such information has no employment-related purpose, the rules outlined in the Fair Credit Reporting Act, 15 U.S.C. § 1681g(a), also apply to criminal background checks and, upon your request, HireRight shall disclose to you a copy of the report in your file at the time of the request. Also on request, you can receive a copy of the “Summary of Your Rights Under the Fair Credit Reporting Act” prepared pursuant to 15 U.S.C. § 1681g(c), and you have the right to request additional disclosures of the nature and scope of the investigation pursuant to a pre-adverse or adverse action by the University.

**CONSENT**

I have read carefully and understand this Information and Consent form and, by my signature below, consent to the release of a consumer and/or investigative consumer report, as defined above, to the University in conjunction with my letter or indication of interest and resume or application for employment. This consent form in original, faxed, photocopied or electronic form, will be valid for any reports that may be requested by the University at this time or in the future relative to any employment position.

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

Social Security # \_\_\_\_\_ Date of Birth (for ID purposes only) \_\_\_\_\_

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

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

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

**NOTICE TO CALIFORNIA APPLICANTS**

Under section 1786.22 of the California Civil Code, you may inspect the file maintained on you by HireRight. You may also obtain a copy of this file, upon submitting proper identification and paying the cost of duplication services, by appearing at HireRight offices in person, during normal business hours and on reasonable notice, or you may receive a summary of the file by mail. HireRight has trained personnel available to explain your file to you, including any coded information. If you appear in person, you may be accompanied by one other person.

**CALIFORNIA, MINNESOTA AND OKLAHOMA RESIDENTS ONLY**

In accordance with the laws of California, Minnesota and Oklahoma, a resident of one of those states has the right to receive a free copy of his or her consumer report and/or investigative consumer report by checking the box.

I wish to receive a free copy of the consumer report and/or investigative consumer report on me that is requested.

**PLEASE RETURN COMPLETED FORM TO OFFICE OF HUMAN RESOURCES, ATTN: BACKGROUND CHECKS, 510 JAMES M. ELLIOTT BUILDING, UNIVERSITY PARK, PA 16802; FAX 814-863-4267; EMAIL [background@psu.edu](mailto:background@psu.edu)**