



**YOU MUST COMPLETE** each section to complete iReviewNow. Remember, this is the most important step, as you are providing information about your past which will be compared to the background report. Until you have completed iReviewNow, your application is pending and the user is unable to move forward with making an informed decision.

This form can be completed online at [www.ireviewnow.com/go](http://www.ireviewnow.com/go)

**Date of the Report**

**Report / Reference / Work Order Number** *(optional if found on page 1)*

**Today's Date**

**Your First Name**

**Your Middle Name**

**Your Last Name**

**Your Maiden Name, if any**

**Other names you have used, if any**

**Your Email, if any:**

**Your Phone Number, including area code:**

**Your Home Street Address 1:**

**Your Home Street Address 2, such as apartment or unit number:**

**City**

**State**

**Zip Code:**

**Check the box or boxes for your answers and answer all questions.**

- |  |            |           |                      |
|--|------------|-----------|----------------------|
| <b>1. Is the person identified in the report you?</b>            | <b>Yes</b> | <b>No</b> |                      |
| <b>2. Is this criminal history report complete and accurate?</b> | <b>Yes</b> | <b>No</b> | <b>Some of it is</b> |
| <b>3. I am on probation or parole for a felony.</b>              | <b>Yes</b> | <b>No</b> |                      |

4. I have been convicted of a felony.

Yes

No

If YES, explain:

Approximate Date	Crimes(s) Convicted	County or City and State	Sentence

**5. I have been convicted of a misdemeanor.** Yes No

**If YES, explain:**

Approximate Date	Crimes(s) Convicted	County or City and State	Sentence

**6. Do you have any pending criminal charges?** Yes No

**If YES, explain:**



Approximate Date	Crimes(s) Convicted	County or City and State	Next Court Date

**7. If applicable, describe which criminal records, by date and case #, ARE NOT yours. We search county, state and federal courts to verify records that you say are not yours. LEAVE BLANK IF THE QUESTION DOES NOT APPLY.**

**8. Explain why you should be considered for employment, continued employment, or access to the facility for which the background screening report was ordered. Examples include what you have done to improve yourself, lessons learned, and steps you have taken to better yourself. LEAVE BLANK IF THE QUESTION DOES NOT APPLY.**

**9. Explain what happened, what you did, and any other facts that we will find in the court records for those convictions that ARE YOURS. LEAVE BLANK IF THE QUESTION DOES NOT APPLY.**

**10. Allowing me to answer these questions, correct any errors, offer explanations, and participate in verifying my information was fair.**

**Yes**

**No**

**11. I like being able to see my report at the same time as the end-users that receive this report.**

**Yes**

**No**

I have carefully reviewed my answers and certify that it is true and correct. By clicking on Submit – Finished or sending the form to SecurTest by any means, I hereby indemnify and forever hold harmless SecurTest, Inc. and their strategic partners, users of the report, and the employer I authorized to investigate my background from any and all claims arising out of my validating this information with the answer I have given. My answers will become part of my record to help clarify, correct or validate my biographical information, which is exclusively owned by its inventor and SecurTest, Inc. or assigns. I have chosen to use iReviewNow as the sole or single method for disputing, commenting, or correcting any negative information.

**Signature** – Type Your Full Name, Date and Time in the Box as Your Electronic Signature. You Affirm That Your Electronic Signature Is Legally Binding AND is the Same as if Signed by Hand.

(X)

**Print a copy for your records.**

### **INSTRUCTIONS:**

- 1. Save the completed form on your computer.**
- 2. Attach a copy of the completed form to an email to [compliance@securtest.com](mailto:compliance@securtest.com).**
- 3. If sending by fax, fax to (866) 580-4851.**
- 4. You may also call (800) 445-8001 to speak to our compliance team at SecurTest.**
- 5. If mailing or SENDING BY OVERNIGHT EXPRESS, send to:**

**SecurTest, Inc.  
Attn: Compliance Department  
2001 Drayton Drive  
Tallahassee, FL 32311**

*SecurTest is the background-screening provider that performed the background investigation. SecurTest does not decide your eligibility for employment or acceptance in any government facility entry program.*

*Para informacion en espanol, visite [www.ftc.gov/credit](http://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](http://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](http://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](http://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](http://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](http://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:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
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 Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: <a href="http://www.federalreserveconsumerhelp.gov">www.federalreserveconsumerhelp.gov</a> Email Address: <a href="mailto:ConsumerHelp@FederalReserve.gov">ConsumerHelp@FederalReserve.gov</a>
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