

## **BACKGROUND REPORT DISCLOSURE STATEMENT**

***Please read the information on this form carefully. It describes your rights as a consumer.***

The University of Alabama in Huntsville uses Risk Mitigation Services, Inc. to conduct background investigations as part of its hiring or volunteer process. Such background investigations are covered by Section 603 of the federal Fair Credit Reporting Act (FCRA) and are termed “consumer reports” and/or “investigative consumer reports”. Risk Mitigation Services, Inc. is a “Consumer Reporting Agency” (CRA) covered by the FCRA. The University of Alabama uses the background reports provided by Risk Mitigation Services, Inc. for employment, continued employment, promotion, or volunteer purposes. The University of Alabama in Huntsville will procure the report from:

Risk Mitigation Services, Inc.,  
PO Box 2129  
Muscle Shoals, AL 35662  
Tel. 866-383-1180  
[www.riskmitigation.us](http://www.riskmitigation.us)

Under Section 603 of the FCRA, a consumer report or consumer investigative report is an independent investigation of your background, which may include information regarding your “character, general reputation, personal characteristics, or mode of living.” The background report that Risk Mitigation Services, Inc. provides may contain information about your driving record, civil and criminal legal and court records, criminal conviction records, education, professional or employment-related credentials, credit history, identity, locations and addresses where you have lived, Social Security number, education history, previous employment, obtained information from social media and other internet sources or other public records.

These reports may contain information regarding your use of social media, the content that you contribute to social media, and any other publicly-available information about you on the internet. Social media include, but are not limited to, social networking websites (e.g., Facebook, MySpace), professional networking websites (e.g., LinkedIn), video-sharing websites (e.g., YouTube), image-sharing websites (e.g., Flickr), blogs, wikis, virtual worlds, and personal websites.

The FCRA requires that if The University of Alabama in Huntsville denies you employment, continued employment, promotion, or volunteer position as a result of information contained in a background report, you must be provided with a copy of the report, a summary of your rights under the FCRA, and the name, address, and telephone number of the consumer reporting agency that furnished the report and be given a reasonable opportunity to respond to disputed information contained in the report.

I hereby consent to your obtaining the above information from Risk Mitigation Services, Inc.

### **Applicant Signature – Disclosure Statement**

|                           |             |           |
|---------------------------|-------------|-----------|
| First Name (please print) | Middle Name | Last name |
| Signature                 |             | Date      |

**ACKNOWLEDGMENT AND AUTHORIZATION**

**IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING**

I hereby freely authorize release to The University of Alabama in Huntsville of consumer reports and/or investigative consumer reports as part of its evaluation of my application for employment, continued employment, promotion, or volunteer status. I also authorize disclosure to The University of Alabama in Huntsville and/or to Risk Mitigation Services, Inc. or its agents information that The University of Alabama in Huntsville deems pertinent to its consideration of my application for employment, continued employment, promotion, or volunteer status including, but not limited to my employment history, earning history, education, motor vehicle driving licensure and record, criminal history, credit history, public records, records of administrative adjudications, by any individual, corporation or other private or public entity, including without limitation the following: employers; learning institutions, including colleges and universities; law enforcement agencies; international, federal, state and local courts; the military; motor vehicle records agencies; credit bureaus, and other applicable sources. These reports may contain information regarding your use of social media, the content that you contribute to social media, and any other publicly-available information about you on the internet. Social media include, but are not limited to, social networking websites (e.g., Facebook, MySpace), professional networking websites (e.g., LinkedIn), video-sharing websites (e.g., YouTube), image-sharing websites (e.g., Flickr), blogs, wikis, virtual worlds, and personal websites.

In accordance with the host nation's laws and the laws applicable to me depending on my location regarding the release of information, I authorize the release and transmittal of information from any country to the above listed parties, their clients, and/or their agents or vendors located in any country, including countries outside the European Union that may have a different level of data protection or inadequate data protection laws as defined by the European Commission.

I understand this authorization will apply throughout my employment status or volunteer status to the extent permitted by law, unless revoked or canceled by sending a signed revocation letter or statement to The University of Alabama in Huntsville. I understand to the extent allowed by law, information contained in my job application or that I have otherwise disclosed before, during, or after my employment or volunteer status, if any, may be used to obtain consumer reports and/or investigative consumer reports.

I understand that providing false information or omitting material information on my employment application materials or volunteer materials or as part of the employment process is grounds for rejecting employment, terminating employment, or rejecting volunteer status whenever discovered.

This Authorization form, in original, faxed, photocopied, or electronic form, will be valid for any reports that The University of Alabama in Huntsville may request. The following is my true and complete legal name and all information is true and correct to the best of my knowledge.

**\*If the applicant is under the age of 19, a Parent/Guardian must also execute this authorization.** THE SIGNING PARENT/GUARDIAN CERTIFIES THAT HE/SHE IS OVER THE AGE OF 19, HAS READ AND UNDERSTANDS THIS AUTHORIZATION, HAS THE RIGHT TO SIGN ON BEHALF OF THE APPLICANT, IS SIGNING THIS AUTHORIZATION VOLUNTARILY, ACKNOWLEDGES THAT NO ORAL REPRESENTATIONS, STATEMENTS, OR INDUCEMENTS HAVE BEEN MADE SEPARATE AND APART FROM THE TERMS OF THIS AUTHORIZATION, AND AGREES TO ENTER INTO THE SAME, FULLY INTENDING TO LEGALLY BIND PARTICIPANT, HIS/HER HEIRS, SUCCESSORS, AND ASSIGNS TO THE TERMS OF THIS AUTHORIZATION.

**Applicant Signature – Acknowledgement and Authorization**

|                           |             |           |
|---------------------------|-------------|-----------|
| First Name (please print) | Middle Name | Last name |
| Signature                 |             | Date      |

**Parent/Guardian Signature (\*If Applicant is under the age of 19) – Acknowledgement and Authorization**

|                           |             |           |
|---------------------------|-------------|-----------|
| First Name (please print) | Middle Name | Last name |
| Signature                 |             | Date      |

## Summary of Rights

### IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING

Para informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escriba a la Consumer Financial Protection Bureau, 1700 G Street. N.W., Washington, D. C. 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 N.W., 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 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.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 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.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 these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

- The following FCRA right applies with respect to nationwide consumer reporting agencies:

**CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE**

**You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.** The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **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:   | CONTACT:  |
|---|---|
| 1. a. Banks, savings associations, and credit unions with total assets of over 10 billion and their affiliates.<br><br>b. Such affiliates that are not banks, savings associations, or credit unions should list, in addition to the CFPB | a. Bureau of Consumer Financial Protection<br>1700 G Street NW<br>Washington, DC 20552<br><br>b. Federal Trade Commission: Consumer Response Center - FCRA<br>Washington, DC 20580<br>(877)382 - 4357 |
| 2. To the extent not included in item 1 above:<br><br>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks.  | Office of the Comptroller of the Currency<br>Customer Assistance Group<br>1301 McKinney Street, Suite 3450<br>Houston, TX 77010-9050  |

|   |   |
|---|---|
| <p>b. State member banks, branches and 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 section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations.</p> <p>d. Federal Credit Unions</p> | <p>b. Federal Reserve Consumer Help Center<br/>PO Box 1200<br/>Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center<br/>1100 Walnut Street, Box #11<br/>Kansas City, MO 64106</p> <p>d. National Credit Union Administration<br/>Office of Consumer Protection(OCP)<br/>Division of Consumer Compliance and Outreach(DCCO)<br/>1775 Duke Street<br/>Alexandria, VA 22314</p> |
| <p>3. Air Carriers</p>  | <p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings<br/>Department of Transportation<br/>400 Seventh Street SW<br/>Washington, DC 20590</p>   |
| <p>4. Creditors subject to Surface Transportation Board</p>   | <p>Office of Proceedings, Surface Transportation Board<br/>Department of Transportation<br/>1925 K Street NW<br/>Washington, DC 20423</p>   |
| <p>5. Creditors Subject to Packers and Stockyards Act 1921</p>  | <p>Nearest Packers and Stockyards Administration area supervisor</p>  |
| <p>6. Small Business Investment Companies</p>   | <p>Associate Deputy Administrator for Capital Access<br/>United States Small Business Administration<br/>406 Third Street, SW, 8th Floor<br/>Washington, DC 20416</p>   |
| <p>7. Brokers and Dealers</p>   | <p>Securities and Exchange Commission<br/>100 F St NE<br/>Washington, DC 20549</p>  |
| <p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>   | <p>Farm Credit Administration<br/>1501 Farm Credit Drive<br/>McLean, VA 22102-5090</p>  |
| <p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>  | <p>FTC Regional Office for region in which the creditor operates or<br/>Federal Trade Commission: Consumer Response Center - FCRA<br/>Washington, DC 20580<br/>(877)382-4357</p>  |

**Applicant Acknowledgement - FCRA Summary of Rights**

**By signing below, I affirm that I have received my FCRA summary of rights above.**

|                           |             |           |
|---------------------------|-------------|-----------|
| First Name (please print) | Middle Name | Last name |
| Signature                 |             | Date      |

**STATE NOTICES****IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING**

**NEW YORK Applicants or Volunteers only:** You have the right to inspect and receive a copy of any investigative consumer report requested by the **Company** by contacting Risk Mitigation Services, Inc., P.O. Box 2129 Muscle Shoals, AL 35662, Phone: Phone 866.383.1180.

**NEW YORK Applicants or Volunteers only:** By signing below, you acknowledge receipt of [Article 23-A](#) of the New York Correction Law.

**WASHINGTON Applicants or Volunteers only:** You have the right to request from Risk Mitigation Services, Inc. a written summary of your rights and remedies under the Washington Fair Credit Reporting Act. For your convenience, you may also find a copy [here](#).

**NEW JERSEY Applicants or Volunteers only:** You have the right to request from Risk Mitigation Services, Inc. a written summary of your rights and remedies under the New Jersey Fair Credit Reporting Act. For your convenience, you may also find a copy [here](#).

**CALIFORNIA Applicants or Volunteers only:** By signing below you also acknowledge receipt of the [NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW](#). Under California law you are entitled to visually inspect all files maintained about you by an investigative consumer reporting agency, ("ICRA"), such as Risk Mitigation Services, Inc., upon request. Please read the attached document for more information about your rights.

**CALIFORNIA Applicants or Volunteers only:** By signing below you also acknowledge receipt of the [NOTICE REGARDING BACKGROUND INVESTIGATION and USE OF CREDIT INFORMATION PURSUANT TO CALIFORNIA LAW](#).

**CALIFORNIA, MASSACHUSETTS, MINNESOTA and OKLAHOMA Applicants or Volunteers only:** Please check this box if you would like to receive a copy of a consumer report, free of charge, if one is obtained by the Company.

**Applicant Acknowledgement – State Notices**

**By signing below, I affirm that I have read the State Notices above.**

|                           |             |           |
|---------------------------|-------------|-----------|
| First Name (please print) | Middle Name | Last name |
| Signature                 |             | Date      |

**EU GDPR (DATA PRIVACY NOTICE)**

**IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING**

The University of Alabama in Huntsville (“Company”) may obtain information about you to verify and investigate your background for pre-employment, employment, or volunteer purposes from third parties, including **Risk Mitigation Services, Inc., PO Box 2129 Muscle Shoals, AL 35662, 866-383-1180** (“Reporting Agency”) and Owens OnLine LLC, 3802 Ehrlich Road, Suite 307, Tampa, FL 33624, USA or their representative Owens Europe GmbH, Medipark 1, D-83088 Kiefersfelden, Germany (collectively “Owens”).

Information you have or will supply, may be disclosed to third parties including agents or vendors of the above named entities, law enforcement agencies, state or federal agencies, courts, institutions, schools or universities (public or private), information service bureaus, employers, employees or insurance companies to verify and investigate your background.

In accordance with the host nation's laws and the laws applicable to you depending on your location regarding the release of information, you understand that information may be transmitted from any country to the above listed parties located in any country, including countries outside the EU that have a different level of data protection or inadequate data protection laws as defined by the European Commission than your country of residence.

For access to the personal data collected or transferred, to your report, or for any other inquiries or complaints you may contact Company, Reporting Agency or Owens. Reporting Agency’s privacy policy is available at [www.riskmitigation.us/RMSprivacypolicy](http://www.riskmitigation.us/RMSprivacypolicy). Owens’ privacy policy is available at [www.owens.com/privacy-policy](http://www.owens.com/privacy-policy). The University of Alabama in Huntsville privacy policy is available at [www.uah.edu](http://www.uah.edu). Reporting Agency and Owens affords individuals the opportunity to choose whether their personal information will be disclosed to a third party as described above. A consumer can withdraw consent by contacting Company, Reporting Agency and/or by contacting Owens in writing or by e-mail at the addresses listed on [www.owens.com/contact-us](http://www.owens.com/contact-us). If choosing to withdraw your consent your background check, if still in progress, will not be completed. This may affect Company’s decision related to the purpose for which the background check was requested.

**EU applicants or volunteers only:** Company has determined the report(s) selected below are necessary for the proposed employment relationship with you.

|                                |                       |
|--------------------------------|-----------------------|
| Criminal Reports               | Motor Vehicle Reports |
| Education, Employment, License | Social Media Checks   |

**Outside the EU applicants or employees or volunteers only:** These background report(s) may contain information regarding your credit history, criminal history, identity verification, motor vehicle records, verification of your education or employment history, or other background checks. The report(s) may include information about your character, general reputation, obtained information from social media and other internet sources, personal characteristics, or mode of living, and can involve personal interviews with sources such as your neighbors, friends or associates.

**Applicant Acknowledgement – EU GDPR (Data Privacy Notice)**

**By signing below, I affirm that I have read and agreed to the terms as stated.**

|                           |             |           |
|---------------------------|-------------|-----------|
| First Name (please print) | Middle Name | Last name |
| Signature                 |             | Date      |



**Background Check Information: (All fields with an asterisk (\*) are required)**

The following information is being solicited for the purposes of conducting a background check in connection with your application with The University of Alabama in Huntsville. This information is not provided to The University of Alabama in Huntsville recruiters or hiring managers and is for identification purposes only. This information is suppressed from your application and is only provided electronically to Risk Mitigation Services, Inc., a Consumer Reporting Agency, when a background check is requested in conjunction with a pre- or post- job offer or volunteer position.

The University of Alabama in Huntsville is an Equal Employment/Equal Educational Opportunity Institution. All qualified applicants will receive consideration for employment or volunteer status without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, pregnancy, age, genetic or family medical history information, disability, protected veteran status, or any other legally protected basis, and will not be discriminated against because of their protected status. Applicants to and employees of this institution are protected under Federal law from discrimination on several bases. Follow the link below to find out more. "EEO is the Law" [Poster](#)

**Please Print**

|                            |             |            |
|----------------------------|-------------|------------|
| *First Name (please print) | Middle Name | *Last name |
| *Current Address           |             | *City      |
| Address (line2)            |             | *State     |
| *Signature                 |             | *Date      |

|   |                |
|---|----------------|
| *Day time phone number  | *Email Address |
| *Social Security Number   | *Date of Birth |
| *Driver's License Number  | *DL State      |
| Have you ever used a different name? (Maiden name, etc.) If so, please list any and all former name(s). | *Gender        |

**\*Education History** (I.e., Institution Name, Degree, Conferred Date)

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**International Applicants**

|  |                       |
|--|-----------------------|
| International Government ID              | Country of Origin     |
| International Address (Physical Address) | City/Province/Country |

\*Without this information, we will be unable to properly identify you in the event we find adverse information during the course of the background check.

**CERTIFICATION**

I certify that all statements made on this application are true and that I have not knowingly withheld any fact or circumstance.

I authorize the investigation of all statements contained in this application and the further investigation of any information required to determine my qualifications for the job or volunteer position for which I am applying.

I authorize former employers, schools and other references to release any information required to determine my qualifications for the positions for which I am applying and hereby release all information. I waive any right to receive any written notice from The University of Alabama in Huntsville or former employers that such information has been released.

I fully understand that misrepresentation or omission of facts or circumstances will be sufficient for the cancellation of my consideration for employment or volunteer status or cause for dismissal if I have been employed.

I understand and agree that any offer of employment or volunteer position is a conditional offer and that a conditional offeree is not an employee or volunteer unless and until a conditional offer of employment or volunteer position is confirmed. I further understand and agree that if I am made a conditional offer of employment or volunteer position, I may be required to submit to a physical examination. I agree that if at any time prior to joining The University of Alabama in Huntsville, if any reference or report is obtained that is considered to be unsatisfactory, The University of Alabama in Huntsville reserves the right to withdraw any offer of employment or volunteer position.

**Applicant Signature - Certification**

|                           |             |           |
|---------------------------|-------------|-----------|
| First Name (please print) | Middle Name | Last name |
| Signature                 |             | Date      |