



Instructions for Reviewing and Authorizing Forms

1. All forms presented are intended as model forms for candidates/employees/contractors residing in the United States as part of the employment screening workflow as best practice, although there may be some variances dependent upon factors such as candidate residence and/or position location.
2. Using the Process Flow and Forms Checklists, you will identify if Accurate Background ("AB") is providing each form on your behalf to your candidate, and if so, if you are requesting us to use the model language as available on the [website](#), or if you will be providing your own custom language. Based on your contracted service offerings, Accurate may provide some, all, or none of these forms on your behalf. The checklists have been divided into the following sections:
 1. **CHECKLISTS FOR PROCESS FLOW AND FORMS BEFORE REPORT IS INITIATED** – these include all forms that, as best practice, would be provided to the candidate prior to the background check being requested, such as disclosure and authorization forms.
 2. **CHECKLISTS FOR PROCESS FLOW AND FORMS AFTER REPORT IS COMPLETED** – this includes all forms, as best practice, that are to be provided to the candidate either upon request, such as when they request a copy of their report, or in the event you want to take adverse action based, even in part, on the background check results.
3. Accurate provides model language we currently deem to be best practice on our website for your reference. If there are any forms that you do not request Accurate to provide on your behalf, or you believe they are not applicable to your organization, you will be solely responsible for providing those forms to your candidates if, and when, it is appropriate.
 - If you accept the forms as shown on the website, please complete the checklists and send this back to your Accurate contact.
 - If your company would like to modify the forms in order to meet your organization's needs, please provide the completed checklists and your custom forms in MS Word to your Accurate contact. You may update the criteria in the checklist to meet the needs of your custom forms.

Sample documents should NOT be construed as legal advice, guidance or counsel. Employers should consult their own attorney about their compliance responsibilities under the FCRA and applicable state law. Accurate Background LLC., expressly disclaims any warranties or responsibility or damages associated with or arising out of information provided. Employers seeking credit reports must provide additional notices pursuant to state law.

Tips and Frequently Asked Questions

1. **Will all of the forms on the website be provided to my candidate(s)?**

The forms provided to your candidate will vary based on the following factors:

- Your account set-up
- The Criteria – please note in the checklist, each form has a set of criteria as to when each form will be provided.
 - As an example, if your candidate lives in New York, they will receive a copy of New York Correction Law Article 23-A with their Disclosure and Authorization forms. However, if your candidate lives in Florida, they will not see this form.
- Documents will be presented based on the original background information submitted. For example, if you call to add a credit report for someone in California after the order is submitted, you will be responsible for providing your candidate the necessary California credit notice. Similarly, if your candidate calls to change their residence from Utah to California, you will be responsible for providing your candidate with the appropriate California forms.

2. **What does it mean if the word is highlighted in yellow?**

Our system will automatically apply your Company Name to any forms where you see [End User] (“Company”). If you need this name/label to differ from what we have listed in our system, please be aware that this requires customization and must be indicated in the dropdowns on the checklist as ‘Custom Language’.

3. **Do I need to check the boxes on the California, New York City, and Vermont credit notices?**

Due to the jurisdiction requirements, employers are to communicate the reason, under the law, in which they are conducting the credit checks for that candidate. The forms list the permissible purposes for each jurisdiction on their respective forms. However, you do not need to check the boxes if Accurate is not providing the form(s) on your behalf.

Accurate does not support state specific credit forms at this time, so you may skip these documents. To the extent you order credit reports in in these jurisdictions, you will need to ensure you are familiar with these documents.

4. **Why do you need a copy of our Background Check / Criminal History Policy?**

There are laws, such as in Massachusetts, that require employers to provide the candidate(s) a copy of their Background Check / Criminal History Policy if they are considering taking adverse action against them as a result of a criminal record.

This form is specific to your organization so you must utilize the Model Policy or provide your policy to Accurate Background with this packet in order for Accurate Background to support your adverse action process. We have provided the DCJIS Model CORI policy as a reference for you.

5. **What are the forms which make up the exhibits?**

The exhibits include forms provided by government entities (“Government Forms”). They include, but are not limited to: (1) A Summary of Your Rights Under the Fair Credit Reporting Act; (2) Massachusetts - Information Concerning the Process in Correcting a Criminal Record; (3) New York Correction Law - Article 23-A; and (4) Notice to Job Applicants and Employees under the San Francisco Fair Chance Ordinance. If you have any concerns, please let us know.

6. **If we would like to include a logo on our forms, where will our logo be displayed?**

Your logo will be displayed on your forms, email invitations to the individual for candidate entry, and in your Client Portal, as applicable. Your logo will not display on the Government Forms if Accurate is providing on your behalf.

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Model Forms may be accessed [here](#).

CHECKLISTS FOR PROCESS FLOW AND FORMS BEFORE REPORT IS INITIATED

DISCLOSURE AND AUTHORIZATION

Accurate Background only provides these forms when candidate entry is utilized.

Pre-Report Forms (including process flow and criteria)	Identify how each form will be provided on your behalf by AB, or if AB will not provide on your behalf.
1. <u>CRIMINAL HISTORY QUESTIONNAIRE</u> Criteria: <ul style="list-style-type: none"> Provided to candidates post conditional offer via Accurate's candidate entry process. 	Model Language
2. <u>DISCLOSURE REGARDING BACKGROUND CHECK – NO CREDIT</u> Criteria: <ul style="list-style-type: none"> Provided to all candidates utilizing Accurate Background's candidate entry system <u>and</u> no credit in the package. A clear and conspicuous disclosure has been made in writing to the consumer at any time before the report is procured or caused to be procured, in a document that consists solely of the disclosure in adherence to the Federal Fair Credit Reporting Act. Must <u>not</u> mention credit if <u>not</u> in package. Candidate signature required or background check will not process. If using candidate entry, a copy of the disclosure will be provided to the candidate prior to initiating the process If Accurate is providing this Disclosure, Exhibit A and the Acknowledgement and Authorization form should also reflect provided by Accurate. <p><u>The items (2-15) and applicable exhibits will only be supported if AB is providing the Disclosure and Authorization forms on your behalf.</u></p>	Model Language
3. <u>DISCLOSURE FOR INVESTIGATIVE CONSUMER REPORT</u> Criteria: <ul style="list-style-type: none"> Provided to candidates if one or more of the following searches are in the package: employment verification, professional license verification, references, and/or certain industry specific searches (e.g. Pennsylvania 168 or Prison Rape Elimination Act) Candidate signature required or background check will not process. 	Model Language
4. <u>NOTICE REGARDING BACKGROUND CHECKS PER CALIFORNIA LAW – NO CREDIT (with checkboxes)</u> Criteria: <ul style="list-style-type: none"> Provided to candidates with residence in California <u>and</u> no credit in package. Includes checkbox to allow candidate to request a free copy of their report in accordance with California law. Candidate must "check" acknowledgement or background check will not process. 	Model Language
5. <u>A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT – (with checkbox) - Exhibit A</u> Criteria: <ul style="list-style-type: none"> Your company may not edit the language in this form as it is obtained from the federal government. If you have concerns, please let us know. Provided to all candidates utilizing Accurate Background's candidate entry system. Candidate must "check" acknowledgement or the background check will not process. 	Model Language
6. <u>NEW YORK CORRECTION LAW ARTICLE 23-A – (with checkbox) – Exhibit B</u> Criteria: <ul style="list-style-type: none"> Your company may not edit the language in this form as it is obtained from the New York State government. If you have concerns, please let us know. Provided to candidates with residence in New York State. Candidate must "check" acknowledgement or background check will not process. 	Model Language

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<p style="text-align: center;">Pre- Report Forms (including process flow and criteria) <i>continued</i></p>	<p style="text-align: center;">Identify how each form will be provided on your behalf by AB, or if AB will not provide on your behalf.</p>
<p>7. <u>NOTICE TO JOB APPLICANTS AND EMPLOYEES UNDER THE SAN FRANCISCO FAIR CHANCE ORDINANCE (English, Spanish, Chinese, Tagalog) – (with checkbox)– Exhibit C</u> Criteria:</p> <ul style="list-style-type: none"> ▪ Your company may not edit these forms as the language is obtained from the San Francisco Government. If you have concerns, please let us know. ▪ <i>Provided in English, Spanish, Chinese, and Tagalog to candidates with residence in San Francisco or position in California. Employer must provide other languages as applicable in accordance with the Ordinance.</i> ▪ <i>Candidate must “check” acknowledgement or background check will not process.</i> 	<p style="text-align: center;">Model Language</p>
<p>8. <u>OTHER STATE LAW NOTICES</u> Criteria:</p> <ul style="list-style-type: none"> ▪ <i>Provided to all candidates utilizing Accurate Background’s candidate entry system.</i> ▪ <i>Includes checkbox to allow candidate to request a free copy of their report in accordance with applicable law.</i> ▪ <i>Candidate must “check” acknowledgement or background check will not process.</i> 	<p style="text-align: center;">Model Language</p>
<p>9. <u>ACKNOWLEDGMENT AND AUTHORIZATION REGARDING BACKGROUND CHECK</u> Criteria:</p> <ul style="list-style-type: none"> ▪ <i>Provided to all candidates utilizing Accurate Background’s candidate entry system.</i> ▪ <i>Candidate signature required or background check will not process.</i> 	<p style="text-align: center;">Model Language</p>
<p>10. <u>TRUE AND COMPLETE STATEMENT</u> Criteria:</p> <ul style="list-style-type: none"> ▪ <i>Provided to all candidates utilizing Accurate Background’s candidate entry system.</i> ▪ <i>Candidate must click “I agree and continue” or background check will not process.</i> 	<p style="text-align: center;">Model Language</p>
<p style="text-align: center;">Pre-Report Forms Specific to Credit Searches You may select “Not Provided by AB” if you do not have credit in your packages for # 11-15</p>	
<p>11. <u>DISCLOSURE REGARDING BACKGROUND CHECK – Credit</u> This will be provided in place of Document #2 – “DISCLOSURE REGARDING BACKGROUND CHECK – NO CREDIT” when credit is in the package. Criteria:</p> <ul style="list-style-type: none"> ▪ <i>Provided to all candidates utilizing Accurate Background’s candidate entry system and there is a credit report requested in the background check.</i> ▪ <i>A clear and conspicuous disclosure has been made in writing to the consumer at any time before the report is procured or caused to be procured, in a document that consists solely of the disclosure in adherence to the Federal Fair Credit Reporting Act.</i> ▪ <i>Mention credit is in the package.</i> ▪ <i>Candidate signature required or background check will not process.</i> ▪ <i>If using candidate entry, a copy of the disclosure will be provided to the candidate prior to initiating the process.</i> 	<p style="text-align: center;">Model Language</p>
<p>12. <u>NOTICE REGARDING BACKGROUND CHECKS AND CREDIT CHECKS PER CALIFORNIA LAW – CREDIT (with checkbox)</u> This will be provided in place of Document #4. “NOTICE REGARDING BACKGROUND CHECKS PER CALIFORNIA LAW – NO CREDIT” (with checkboxes) when credit is in the package. Criteria:</p> <ul style="list-style-type: none"> ▪ <i>Provided to candidates with residence in California and there is credit in the package and AB is providing Credit version on your behalf.</i> ▪ <i>Includes checkbox to allow candidate to request a free copy of their report in accordance with California law.</i> 	<p style="text-align: center;">Not Provided by AB</p>

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<p>Pre-Report Forms Specific to Credit Searches – State Specific (including process flow and criteria)</p>	<p>Identify how each form will be provided on your behalf by AB, or if AB will not provide on your behalf.</p>
<p>13. <u>CALIFORNIA LABOR CODE 1024.5 NOTICE REGARDING CREDIT CHECKS</u></p> <p>Criteria:</p> <ul style="list-style-type: none"> ▪ <i>Provided to candidates with residence in California <u>and</u> there is credit in the package <u>and</u> AB is providing Credit version on your behalf.</i> ▪ <i>Candidate must “check” acknowledgement or background check will not process.</i> <ul style="list-style-type: none"> ○ <i>Your company must select at least one option below, and as shown in the “Notice Regarding Background Checks and Credit Checks,” indicating why you are obtaining a credit report for that candidate if AB is providing Credit version on your behalf. This form is static; all selections will be presented to the applicable candidates. If you require different reasons to be presented to different candidates, you will need to provide and collect this form outside of the system.</i> <p><input type="checkbox"/> A managerial position (defined as “an employee covered by the executive exemption set forth in subparagraph (1) of paragraph (A) of Section 1 of Wage Order 4 of the Industrial Welfare Commission (8 Cal. Code Rags. 11040)”);</p> <p><input type="checkbox"/> A position in the state Department of Justice;</p> <p><input type="checkbox"/> A sworn peace officer or other law enforcement position;</p> <p><input type="checkbox"/> A position for which the information contained in the report is required by law to be disclosed or obtained;</p> <p><input type="checkbox"/> A position that involves regular access, for any purpose other than the routine solicitation and processing of credit card applications in a retail establishment, to all the following types of information of any one person: bank or credit card account information, social security number, date of birth;</p> <p><input type="checkbox"/> A position in which the person is, or would be, any of the following:</p> <p style="padding-left: 20px;">A named signatory on the bank or credit card account of the employer,</p> <p style="padding-left: 20px;">Authorized to transfer money on behalf of the employer,</p> <p style="padding-left: 20px;">Authorized to enter into financial contracts on behalf of the employer;</p> <p><input type="checkbox"/> A position that involves access to confidential or proprietary information, including a formula, pattern, compilation, program, device, method, technique, process or trade secret that (i) derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who may obtain economic value from the disclosure or use of the information, and (ii) is the subject of an effort that is reasonable under the circumstances to maintain secrecy of the information; and/or</p> <p><input type="checkbox"/> A position that involves regular access to cash totaling ten thousand dollars (\$10,000) or more of the employer, a customer, or client, during the workday.</p>	<p>Not Provided by AB</p>

<p style="text-align: center;">Pre-Report Forms Specific to Credit Searches – State Specific (including process flow and criteria) <i>continued</i></p>	<p style="text-align: center;">Identify how each form will be provided on your behalf by AB, or if AB will not provide on your behalf.</p>
<p>14. <u>NOTICE REGARDING CREDIT CHECKS PER CITY OF NEW YORK LAW</u> Criteria:</p> <ul style="list-style-type: none"> ▪ <i>Provided to candidates with position in New York <u>and there is a credit report requested in the background check.</u></i> ▪ <i>Candidate signature required or background check will not process.</i> <ul style="list-style-type: none"> ○ <i>Your company must select at least one option below indicating why they are obtaining a credit report for that candidate. This form is static; all selections will be presented to the applicable candidates. If you require different reasons to be presented to different candidates, you will need to provide and collect this form outside of the system. If using the model form, please check the appropriate boxes below as to why you will be conducting the credit check on your candidate(s):</i> <div style="margin-left: 40px;"> <input type="checkbox"/> A position (i) having signatory authority over third party funds or assets valued at \$10,000 or more, or (ii) that involves a fiduciary responsibility to the employer with the authority to enter into financial agreements valued at \$10,000 or more on behalf of the employer; <input type="checkbox"/> A position with regular duties allowing an employee to modify digital security systems established to prevent the unauthorized use of the employer's or End User's networks or databases; <input type="checkbox"/> A non-clerical position having regular access to trade secrets, intelligence information or national security information; <input type="checkbox"/> The employer, or agent thereof, is required by state or federal law or regulations or by a self-regulatory organization as defined in section 3(a)(26) of the securities exchange act of 1934, as amended to use an individual's consumer credit history for employment purposes; <input type="checkbox"/> A position as a police officer or peace officer, as those terms are defined in subdivisions 33 and 34 of section 1.20 of the criminal procedure law, respectively, or in a position with a law enforcement or investigative function at the department of investigation; <input type="checkbox"/> A position that is subject to background investigation by the department of investigation, provided, however, that the appointing agency may not use consumer credit history information for employment purposes unless the position is an appointed position in which a high degree of public trust, as defined by the commission in rules, has been reposed; <input type="checkbox"/> A position in which an employee is required to be bonded under City, state or federal law; and/or <input type="checkbox"/> A position in which an employee is required to possess security clearance under federal law or the law of any state. </div>	<p style="text-align: center;">Not Provided by AB</p>

Pre-Report Forms Specific to Credit Searches – State Specific (including process flow and criteria) <i>continued</i>	Identify how each form will be provided on your behalf by AB, or if AB will not provide on your behalf.
<p>15. <u>NOTICE REGARDING CREDIT CHECKS PER VERMONT LAW</u></p> <p>Criteria:</p> <ul style="list-style-type: none"> ▪ <i>Provided to candidates with position in Vermont and there is a credit report requested in the background check.</i> ▪ <i>Candidate must “check” acknowledgement or background check will not process.</i> <i>Your company must select at least one option below indicating why they are obtaining a credit report for that candidate. This form is static; all selections will be presented to the applicable candidates. If you require different reasons to be presented to different candidates, you will need to provide and collect this form outside of the system. If using the model form, please check the appropriate boxes below as to why you will be conducting the credit check on your candidate(s):</i> <p><input type="checkbox"/> The information is required by State or federal law or regulation;</p> <p><input type="checkbox"/> The position of employment involves access to confidential financial information (defined as “sensitive financial information of commercial value that a customer or client of the employer gives explicit authorization for the employer to obtain, process, and store and that the employer entrusts only to managers or employees as a necessary function of their job duties”);</p> <p><input type="checkbox"/> The employer is a financial institution as defined in 8 V.S.A. §11101(32) or a credit union as defined in 8 V.S.A. §30101(5);</p> <p><input type="checkbox"/> The position of employment is that of a law enforcement officer as defined in 20 V.S.A. § 2358, emergency medical personnel as defined in 24 V.S.A. § 2651(6), or a firefighter as defined in 20 V.S.A. § 3151(3);</p> <p><input type="checkbox"/> The position of employment requires a financial fiduciary responsibility to the employer or a client of the employer, including the authority to issue payments, collect debts, transfer money, or enter into contracts;</p> <p><input type="checkbox"/> The position of employment involves access to an employer’s payroll information; and/or</p> <p><input type="checkbox"/> The employer can demonstrate that the information is a valid and reliable predictor of employee performance in your specific position of employment.</p>	Not Provided by AB
<p align="center">End of <u>CHECKLISTS FOR PROCESS FLOW AND FORMS BEFORE REPORT IS INITIATED</u></p>	

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CHECKLISTS FOR PROCESS FLOW AND FORMS AFTER REPORT IS COMPLETED

SUBJECT NOTIFICATIONS

Forms Specific to Subject Notification – (SBJ) (including process flow and criteria)	Identify how each form will be provided on your behalf by AB, or if AB will not provide on your
<p>1. <u>SUBJECT NOTIFICATION (SBJ)</u> Criteria:</p> <ul style="list-style-type: none"> ▪ <i>Provided to candidates who request a copy of their report from the End User, including, but not limited to, if candidate requested a free copy of their report in accordance with California, Minnesota, or Oklahoma law.</i> ▪ <i>If you have selected custom language, please include a location for a link to My Portal as the candidate will use this link to access the list of forms included in the packet that we are providing on your behalf. Also include location on your form to the list of forms included in the communication.</i> ▪ <i>The items below (2-6) and applicable exhibits will only be supported if AB is providing the Subject Notification on your behalf.</i> 	Model Language
<p>2. <u>COPY OF THE COMPLETED BACKGROUND REPORT</u> Criteria:</p> <ul style="list-style-type: none"> ▪ <i>Provided to all candidates receiving a Subject Notification.</i> 	Provided by AB
<p>3. <u>A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT– Exhibit D</u> Criteria:</p> <ul style="list-style-type: none"> ▪ <i>Your company may not edit the language in this form as it is obtained from the federal government. If you have concerns, please let us know.</i> ▪ <i>Provided to all candidates receiving a Subject Notification.</i> 	Model Language
<p>4. <u>NOTICE REGARDING BACKGROUND CHECKS PER CALIFORNIA LAW</u> Criteria:</p> <ul style="list-style-type: none"> ▪ <i>Provided to candidates receiving a Subject Notification with residence in California.</i> 	Model Language
<p>5. <u>NEW YORK CORRECTION LAW ARTICLE 23-A – Exhibit E</u> Criteria:</p> <ul style="list-style-type: none"> ▪ <i>Your company may not edit the language in this form as it is obtained from the New York State government. If you have concerns, please let us know.</i> <ul style="list-style-type: none"> ▪ <i>Provided to candidates receiving a Subject Notification with residence in New York State.</i> 	Model Language
<p>6. <u>ATTACHMENTS TO CANDIDATE’S REPORT</u> Criteria:</p> <ul style="list-style-type: none"> ▪ <i>Provided to all candidates receiving a Subject Notification, if there are attachments associated with the candidate’s report (e.g. supplemental results).</i> ▪ <i>This is not currently provided. End Users will be notified once this is supported by AB.</i> 	Provided by AB - once supported by AB

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New York Specific Forms

Forms Specific to Subject Notification – New York (Including process flow and criteria)	Identify how each form will be provided on your behalf by AB, or if AB will not provide on your
<p>1. <u>SUBJECT NOTIFICATION - NEW YORK NOTICE (NY SBJ)</u> Criteria:</p> <ul style="list-style-type: none"> Provided to candidates with a <u>criminal record reported</u> in New York State in accordance with NY law. PLEASE NOTE: the position does not need to be in New York with this model Criteria. The candidate can be working in California, as example, and have a previous offense in New York, in which case, this would be provided. If you have selected custom language, please include a location for a link to My Portal as the candidate will use this link to access the list of forms included in the packet that we are providing on your behalf. Also include location on your form to the list of forms included in the communication. <p><i>The items below (2-5) and applicable exhibits will only be supported if AB is providing the Subject Notification – New York Notice on your behalf.</i></p>	Model Language
<p>2. <u>COPY OF THE COMPLETED BACKGROUND REPORT</u> Criteria:</p> <ul style="list-style-type: none"> Provided to all candidates receiving a Subject Notification - New York Notice. 	Provided by AB
<p>3. <u>A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT – Exhibit D</u> Criteria:</p> <ul style="list-style-type: none"> Your company may not modify this government form. Provided to all candidates receiving a Subject Notification - New York Notice. 	Model Language
<p>4. <u>NOTICE REGARDING BACKGROUND CHECKS PER CALIFORNIA LAW</u> Criteria:</p> <ul style="list-style-type: none"> Provided to candidates receiving a Subject Notification - New York Notice with residence in California. 	Model Language
<p>5. <u>NEW YORK CORRECTION LAW ARTICLE 23-A – Exhibit E</u> Criteria:</p> <ul style="list-style-type: none"> Your company may not edit the language in this form as it is obtained from the New York State government. If you have concerns, please let us know. Provided to all candidates receiving a Subject Notification - New York Notice. 	Model Language

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ADVERSE ACTION PROCESS

Pre-Adverse Action Forms (including process flow and criteria)	Identify how each form will be provided on your behalf by AB, or if AB will not provide on your behalf.
<p>1. <u>PRE-ADVERSE ACTION NOTICE (PA)</u> Criteria:</p> <ul style="list-style-type: none"> Provided to candidates who may have adverse action taken against them based in whole or in part on the results of their background report. The FCRA requires the PA (and PA – Reason Specified) to include certain language, including AB’s contact information as shown on the model forms as well as they may contact AB to dispute the accuracy of the information on the report. If you have selected custom language, please include a location for a link to My Portal as the candidate will use this link to access the list of forms included in the packet that we are providing on your behalf. Also include location on your form to the list of forms included in the communication. If Accurate Background is managing the Adverse Action Process on your behalf, the applicable forms as you define below will be included in the packet. The applicable forms and their requirements are noted below. <p>The items below (2-14) and applicable exhibits will only be supported if AB is providing the Adverse Action Notices on your behalf.</p> <p>2. <u>PRE-ADVERSE ACTION NOTICE - REASON SPECIFIED (Non-California)</u> Criteria:</p> <ul style="list-style-type: none"> Provided to candidates who may have adverse action taken against them based in whole or in part on the results of their background report, and the End User is required to send a custom letter under the law and the position is outside of California. If you have selected custom language, please include a location for a link to each of the following: <ul style="list-style-type: none"> My Portal The list of forms included in the packet, and The reason specified to be displayed. The End User is required to complete the forms in the system to add the criminal offense(s) for which the consumer may not meet your requirements and any other required language. <p>3. <u>PRE-ADVERSE ACTION NOTICE - REASON SPECIFIED (CA and Los Angeles)</u> _ Criteria:</p> <ul style="list-style-type: none"> Provided to candidates applying for a position in California and/or Los Angeles City and/or the Unincorporated areas of Los Angeles County, who may have adverse action taken against them based in whole or in part on the criminal offense or other results of their background report, and the End User is required to send a custom letter under the law. The End User is required to complete the forms in the system to add the criminal offense(s) for which the consumer may not meet your requirements. 	<p>PA: Model Language</p> <p>PA – Reason Specified (Non-California): Model Language</p> <p>PA – Reason Specified (CA and Los Angeles): Model Language</p>
<p>4. <u>COPY OF THE COMPLETED BACKGROUND REPORT</u> Criteria:</p> <ul style="list-style-type: none"> Provided to all candidates receiving a Pre-Adverse Action Notice. 	<p>Provided by AB</p>
<p>5. <u>A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT – Exhibit A</u> Criteria:</p> <ul style="list-style-type: none"> You may not modify this language as the language was obtained from the Federal government. If you have any concerns, please let us know. Provided to all candidates receiving a Pre-Adverse Action Notice. 	<p>Model Language</p>

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<p>Pre-Adverse Action Forms cont. (including process flow and criteria)</p>	<p>Identify how each form will be provided on your behalf by AB, or if AB will not provide on your behalf.</p>
<p>6. <u>NOTICE REGARDING BACKGROUND CHECKS PER CALIFORNIA LAW</u> Criteria:</p> <ul style="list-style-type: none"> ▪ <i>Provided to candidates receiving a Pre-Adverse Action Notice with residence in California.</i> 	<p>Model Language</p>
<p>7. <u>CITY OF LOS ANGELES FAIR CHANCE ASSESSMENT (INITIAL ASSESSMENT)</u> – Exhibit F Criteria:</p> <ul style="list-style-type: none"> ▪ <i>This form was created by the Los Angeles government.</i> ▪ <i>Complete assessment form provided to candidates receiving a Pre-Adverse Action Notice - Reason Specified due to a criminal offense with position in the City of Los Angeles, CA.</i> 	<p>Model Language</p>
<p>8. <u>LOS ANGELES COUNTY (UNINCORPORATED) FAIR CHANCE ASSESSMENT (INITIAL ASSESSMENT)</u> – Exhibit G Criteria:</p> <ul style="list-style-type: none"> ▪ <i>Complete assessment form provided to candidates receiving a Pre-Adverse Action Notice - Reason Specified due to a criminal offense with position in the Unincorporated areas of the County of Los Angeles, CA.</i> 	<p>Model Language</p>
<p>9. <u>INFORMATION CONCERNING THE PROCESS IN CORRECTING A CRIMINAL RECORD</u> – Exhibit H Criteria</p> <ul style="list-style-type: none"> ▪ <i>You may not modify this language as the language was obtained from the Massachusetts government. If you have any concerns, please let us know.</i> ▪ <i>Provided to candidates receiving a Pre-Adverse Action Notice when candidate's residence is in Massachusetts.</i> 	<p>Model Language</p>
<p>10. <u>YOUR COMPANY'S BACKGROUND CHECK / CRIMINAL HISTORY POLICY</u> Criteria:</p> <ul style="list-style-type: none"> ▪ <i>This form is specific to your organization's processes so you should provide your policy to Accurate Background with this packet if the DCJIS Model CORI policy does not reflect your current practices and you want Accurate to provide adverse action notices on your behalf. We have provided the sample DCJIS Model CORI policy for your reference.</i> ▪ <i>Provided to candidates receiving a Pre-Adverse Action Notice when candidate's residence is in Massachusetts.</i> 	<p>Model Language</p>
<p>11. <u>A SUMMARY OF YOUR RIGHTS UNDER THE NEW JERSEY FAIR CREDIT REPORTING ACT</u> Criteria:</p> <ul style="list-style-type: none"> ▪ <i>Provided to candidates receiving a Pre-Adverse Action Notice with residence in New Jersey.</i> 	<p>Model Language</p>
<p>12. <u>NEW YORK CORRECTION LAW ARTICLE 23-A</u> – Exhibit E Criteria:</p> <ul style="list-style-type: none"> ▪ <i>Your company may not modify this government form as this language was obtained directly from the State of New York.</i> ▪ <i>Provided to candidates receiving a Pre-Adverse Action Notice with residence in New York State.</i> 	<p>Model Language</p>
<p>13. <u>NEW YORK CITY FAIR CHANCE ACT NOTICE</u> – Exhibit I Criteria:</p> <ul style="list-style-type: none"> ▪ <i>This form was created by the New York City government.</i> ▪ <i>Complete evaluation form provided to candidates receiving a Pre-Adverse Action Notice - Reason Specified with position in New York City, NY.</i> 	<p>Model Language</p>
<p>14. <u>A SUMMARY OF YOUR RIGHTS UNDER THE WASHINGTON FAIR CREDIT REPORTING ACT</u> Criteria:</p> <ul style="list-style-type: none"> ▪ <i>Provided to candidates receiving a Pre-Adverse Action Notice with residence in Washington State</i> 	<p>Model Language</p>

Sample documents should NOT be construed as legal advice, guidance or counsel. Employers should consult their own attorney about their compliance responsibilities under the FCRA and applicable state law. Accurate Background LLC., expressly disclaims any warranties or responsibility or damages associated with or arising out of information provided. Employers seeking credit reports must provide additional notices pursuant to state law.

<p align="center">Adverse Action Notice Forms (including process flow and criteria)</p>	<p align="center">Identify how each form will be provided on your behalf by AB, or if AB will not provide on your behalf.</p>
<p>1. <u>ADVERSE ACTION NOTICE (AA)</u></p> <p>Criteria:</p> <ul style="list-style-type: none"> ▪ <i>Provided to candidates who are having adverse action taken against them based in whole or in part on the results of their background report <u>and</u> Pre-Adverse Action Notice has already been provided at least 5 business days prior, or in accordance with applicable laws.</i> ▪ <i>If you have selected custom language, please include a location for a link to My Portal as the candidate will use this link to access the list of forms included in the packet that we are providing on your behalf. Also include location on your form to the list of forms included in the communication.</i> ▪ <i>Certain laws may require the AA and AA – Reason Specified to include, but not be limited to, your decision, the consumer’s right to dispute with AB, AB’s contact information, a statement reflecting Accurate Background did not make the decision nor can Accurate Background explain why such decision was made and the consumer has a right to receive a free copy of the report within next 60 days.</i> <p>The items below (2-13) and applicable exhibits will only be supported if AB is providing the Adverse Action Notices on your behalf.</p>	<p align="center">AA Model Language</p>
<p>2. <u>ADVERSE ACTION NOTICE - REASON SPECIFIED – (Non-California)</u></p> <p>Criteria:</p> <ul style="list-style-type: none"> ▪ <i>Provided to candidates who are having adverse action taken against them based in whole or in part on the results of their background report and Pre-Adverse Action Notice - Reason Specified has already been provided at least 5 business days prior, or in accordance with applicable laws, and the End User wants, or is required, to send a custom letter. A custom letter may be sent as a result of requirements from a jurisdiction associated with the candidate (“special jurisdictions”).</i> ▪ <i>If you have selected custom language, please include a location for a link to each of the following:</i> <ul style="list-style-type: none"> ▪ My Portal ▪ The list of forms included in the packet, and ▪ The reason specified to be displayed. 	<p align="center">AA – Reason Specified (Non-California): Model Language</p>
<p>3. <u>ADVERSE ACTION NOTICE - REASON SPECIFIED (CA and Los Angeles)</u></p> <p>Criteria:</p> <ul style="list-style-type: none"> ▪ <i>Provided to candidates applying for a position in California and/or City of Los Angeles City and/or the Unincorporated areas of Los Angeles County, California who are having adverse action taken against them</i> <ul style="list-style-type: none"> - <i>based in whole or in part of the criminal offense or other results of their background report</i> - <i>Pre-Adverse Action Notice - Reason Specified (CA and Los Angeles) has already been provided at least 5 business days prior, or in accordance with applicable laws, and</i> - <i>the End User wants, or is required, to send a custom letter. A custom letter may be sent as a result of requirements from a jurisdiction associated with the candidate (“special jurisdictions”).</i> ▪ <i>If you have selected custom language, please include a location for a link to each of the following:</i> <ul style="list-style-type: none"> ▪ My Portal ▪ The list of forms included in the packet, and ▪ The reason specified to be displayed. 	<p align="center">AA – Reason Specified (CA and Los Angeles): Model Language</p>
<p>4. <u>COPY OF THE COMPLETED BACKGROUND REPORT</u></p> <p>Criteria:</p> <ul style="list-style-type: none"> ▪ <i>Provided to all candidates receiving an Adverse Action Notice.</i> 	<p align="center">Provided by AB</p>
<p>5. <u>A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT– Exhibit D</u></p> <p>Criteria:</p> <ul style="list-style-type: none"> ▪ <i>Provided to all candidates receiving an Adverse Action Notice.</i> ▪ <i>Your company may not edit the language in this form as it is obtained from the federal government. If you have concerns, please let us know.</i> 	<p align="center">Model Language</p>

Sample documents should NOT be construed as legal advice, guidance or counsel. Employers should consult their own attorney about their compliance responsibilities under the FCRA and applicable state law. Accurate Background LLC., expressly disclaims any warranties or responsibility or damages associated with or arising out of information provided. Employers seeking credit reports must provide additional notices pursuant to state law.

Adverse Action Notice Forms (including process flow and criteria)	Identify how each form will be provided on your behalf by AB, or if AB will not provide on your behalf.
<p>6. <u>NOTICE REGARDING BACKGROUND CHECKS PER CALIFORNIA LAW</u> Criteria:</p> <ul style="list-style-type: none"> ▪ <i>Provided to candidates receiving an Adverse Action Notice with residence in California as required by law.</i> 	Model Language
<p>7. <u>CITY OF LOS ANGELES FAIR CHANCE ASSESSMENT (REASSESSMENT) – <i>Exhibit F</i></u> Criteria:</p> <ul style="list-style-type: none"> ▪ <i>Complete reassessment form provided to candidates receiving an Adverse Action Notice - Reason Specified due to a criminal offense with residence and/or position in Los Angeles, CA.</i> ▪ <i>This is the same form as the one provided with the Pre-Adverse Action Notice - Reason Specified. A reassessment must be conducted if the candidate provided additional information after receiving the Pre-Adverse Action Notice with the Los Angeles Fair Chance Assessment form.</i> ▪ <i>This form was created by Los Angeles Government.</i> 	Model Language
<p>8. <u>LOS ANGELES COUNTY (UNINCORPORATED) FAIR CHANCE ASSESSMENT (REASSESSMENT FORM) – <i>Exhibit J</i></u> Criteria:</p> <ul style="list-style-type: none"> ▪ <i>Complete assessment form provided to candidates receiving an Adverse Action Notice - Reason Specified due to a criminal offense with position in the Unincorporated areas of the County of Los Angeles, CA.</i> 	Model Language
<p>9. <u>INFORMATION CONCERNING THE PROCESS IN CORRECTING A CRIMINAL RECORD – <i>Exhibit H</i></u> Criteria:</p> <ul style="list-style-type: none"> ▪ <i>You may not modify this language as the language was obtained from the Massachusetts government. If you have any concerns, please let us know.</i> ▪ <i>Provided to candidates receiving an Adverse Action Notice due to a criminal record when candidate’s residence is in Massachusetts.</i> 	Model Language
<p>10. <u>YOUR COMPANY’S BACKGROUND CHECK / CRIMINAL HISTORY POLICY</u> Criteria:</p> <ul style="list-style-type: none"> ▪ <i>Provided to candidates receiving an Adverse Action Notice due to a criminal record when candidate’s residence is in Massachusetts.</i> ▪ <i>This form is specific to your organization’s processes, so you should provide your policy to Accurate Background with this packet. We have provided the sample DCJIS Model CORI policy for your reference. If your procedures are completely aligned with the DCJIS Model policy, you may choose to use it.</i> 	Model Policy- DCJIS Model CORI Policy Aligns with our Policy
<p>11. <u>A SUMMARY OF YOUR RIGHTS UNDER THE NEW JERSEY FAIR CREDIT REPORTING ACT</u> Criteria:</p> <ul style="list-style-type: none"> • <i>Provided to candidates receiving an Adverse Action Notice with residence in New Jersey.</i> 	Model Language
<p>12. <u>NEW YORK CORRECTION LAW ARTICLE 23-A – <i>Exhibit E</i></u> Criteria:</p> <ul style="list-style-type: none"> ▪ <i>The language in this form was obtained from the New York State government.</i> ▪ <i>Provided to candidates receiving an Adverse Action Notice with residence in New York State.</i> 	Model Language
<p>13. <u>A SUMMARY OF YOUR RIGHTS UNDER THE WASHINGTON FAIR CREDIT REPORTING ACT</u> Criteria:</p> <p><i>Provided to candidates receiving an Adverse Action Notice with residence in Washington State.</i></p>	Model Language
<p style="text-align: center;">End of <u>CHECKLISTS FOR PROCESS FLOW AND FORMS AFTER REPORT IS COMPLETED</u></p>	

Exhibit A

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 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 FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street NW, 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 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 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.

Sample documents should NOT be construed as legal advice, guidance or counsel. Employers should consult their own attorney about their compliance responsibilities under the FCRA and applicable state law. Accurate Background LLC., expressly disclaims any warranties or responsibility or damages associated with or arising out of information provided. Employers seeking credit reports must provide additional notices pursuant to state law.

- **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.
- **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.
- 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.

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:

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TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552 b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue NW Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks 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. c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions	a. Office of the Comptroller of the Currency Customer Assistance Group P.O. Box 53570 Houston, TX 77052 b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480 c. Division of Depositor and Consumer Protection National Center for Consumer and Depositor Assistance Federal Deposit Insurance Corporation 1100 Walnut Street, Box #11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Financial Protection 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Assistant General Counsel for Office of Aviation Consumer Protection Department of Transportation 1200 New Jersey Avenue SE Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Public Assistance, Governmental Affairs, and Compliance Surface Transportation Board 395 E Street SW Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Division Regional Office
6. Small Business Investment Companies	Associate Administrator, Office of Capital Access United States Small Business Administration 409 Third Street SW, Suite 8200 Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street NE Washington, DC 20549
8. Institutions that are members of the Farm Credit System	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue NW Washington, DC 20580 (877) 382-4357

☐ **I acknowledge receipt of A Summary of Your Rights Under the Fair Credit Reporting Act and certify that I have read and understand this document.**

EXHIBIT B
New York Correction Law Article 23-A

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

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(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 the New York Correction Law Article 23-A and certify that I have read and understand this document.

Exhibit C

NOTICE TO JOB APPLICANTS AND EMPLOYEES UNDER THE SAN FRANCISCO FAIR CHANCE ORDINANCE



City & County of San Francisco Fair Chance Ordinance

Post Where Employees Can Read Easily. Failure to post this notice may result in penalties.

OFFICIAL NOTICE

Under the San Francisco Fair Chance Ordinance, employers must follow strict rules regarding criminal records.
Employers 5 or more employees worldwide and all City contractors must comply.

- Employers MAY NOT ask about arrests or convictions on a job application.
- Employers MAY NOT conduct a background check or ask about criminal records until AFTER making a conditional offer of employment.
- Employers may only consider convictions that are directly related to the job, and may never consider 7 types of arrests or convictions, including convictions that are more than 7 years old (see www.sfgov.org/olse/fco).
- Before an employer rejects an applicant based on a background check, the employer must: notify the applicant and provide a copy of the background check; give the applicant 7 days to respond; reconsider based on evidence the applicant provides.

For more information, visit www.sfgov.org/olse/fco or call the San Francisco Fair Chance hotline at (415) 554-5192.

AVISO OFICIAL - Ordenanza de Oportunidades Equitativas de San Francisco

Correo donde los empleados pueden leer fácilmente. La falta de publicación de este aviso puede resultar en sanciones.

De conformidad a la Ordenanza de Oportunidades Equitativas de San Francisco, los empleadores deben seguir reglas estrictas con respecto a los antecedentes penales.

Los empleadores con 5 o más empleados en todo el mundo y todos los contratistas de la Ciudad deben cumplir con las reglas.

- Los empleadores NO DEBEN preguntar sobre arrestos o condenas en una solicitud de empleo.
- Los empleadores NO DEBEN realizar una revisión de antecedentes ni preguntar acerca de antecedentes penales hasta DESPUÉS de hacer una oferta condicional de empleo.
- Los empleadores sólo pueden considerar las condenas que estén directamente relacionadas con el trabajo, y nunca deben considerar 7 tipos de arrestos o condenas, incluyendo las condenas que tienen más de 7 años de antigüedad (véase www.sfgov.org/olse/fco).
- Antes de rechazar a un candidato en base a una verificación de antecedentes, el empleador debe: notificar al candidato y proporcionarle una copia de la verificación de antecedentes; darle al candidato 7 días para responder; reconsiderar en base a la evidencia que el candidato presente.

Para obtener más información visite www.sfgov.org/olse/fco o llame a la línea directa de Oportunidades Equitativas de San Francisco al (415) 554-5192.



City & County of San Francisco Fair Chance Ordinance

Post Where Employees Can Read Easily. Failure to post this notice may result in penalties.

正式通告 - 舊金山公平機會條例

請張貼在僱員容易看到的地方。未張貼此通知可能會導致懲罰。

根據舊金山公平機會條例，雇主必須遵守關於犯罪紀錄的嚴格規定。於全球各地擁有五位或以上員工的雇主以及所有市府承包商，皆必須遵守規定。

- 雇主不得於應徵申請表格里詢問是否有拘捕或刑事有罪判決紀錄。
- 雇主僅可以在提供有條件錄取求職者後詢問是否有犯罪紀錄或進行背景調查。
- 雇主僅能考量與個人從事該工作直接相關的刑事有罪判決，而且不得考慮七種類型的拘捕或刑事有罪判決包括七年以前的刑事有罪判決（請見www.sfgov.org/olse/fco）。
- 雇主根據背景調查拒絕求職者之前必須：通知求職者並提供背景調查結果的副本；給予求職者七天的時間做出回應；依據求職者提供的證據重新考量。

欲查詢更多資訊，請瀏覽 www.sfgov.org/olse/fco 或致電舊金山公平機會條例專線 (415) 554-5192。

OPISYAL NA ABISO - Ang Ordinansa ng Makatarungang Pagkakataon ng San Francisco

Post Saan empleyado Puwede Basahin Madaling. Ang pagkabigong mag-post ng paunawang ito ay maaaring magresulta sa mga multa.

Sa ilalim ng Batas para sa Patas na Pagkakataon (Fair Chance Ordinance), kailangang sundin ng mga taga-empleyo ang mahihigpit na patakaran ukol sa mga kriminal na rekord. Kailangang sumunod ang mga employer may 5 o higit pang empleyado sa buong mundo at kailangan ding sumunod ng lahat ng kontratista ng Lungsod.

- HINDI PUWEDENG magtanong ang mga employer tungkol sa mga pagka-aresto o hatol ng korte sa aplikasyon para sa trabaho.
- HINDI PUWEDENG magsagawa ang mga employer ng background check (pag-iimbistiga sa nakaraan), o magtanong tungkol sa mga kriminal na rekord hanggang sa MATAPOS ang pagbibigay ng kondisyonal na alok ng trabaho.
- Ang mga hatol ng korte na may direktang kinalaman lamang sa trabaho ang posibleng isaalang-alang ng mga employer at hindi kailanman dapat isaalang-alang ang 7 uri ng pag-aresto o hatol ng korte, kasama na ang mga hatol na 7 taong gulang na (tingnan ang www.sfgov.org/olse/fco).
- Bago tanggihan ng employer ang aplikante batay sa background check, kailangan muna nilang gawin ang mga sumusunod: abisuhan ang aplikante at magbigay ng kopya ng background check; bigyan ang aplikante ng 7 araw para sumagot; muling pag-isipan ito batay sa ebidensiyang ipagkakaloob ng aplikante.

Para sa iba pang impormasyon, bisitahin ang www.sfgov.org/olse/fco o tawagan ang San Francisco Fair Chance sa teleponong (415) 554-5192.

Office of Labor Standards Enforcement
(415) 554-5192

For more information
please visit www.sfgov.org/olse

☐ I acknowledge receipt of the Notice to Job Applicants and Employees under the San Francisco Fair Chance Ordinance and certify that I have read and understand this document.

Exhibit D

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 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 FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street NW, 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 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 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.

Sample documents should NOT be construed as legal advice, guidance or counsel. Employers should consult their own attorney about their compliance responsibilities under the FCRA and applicable state law. Accurate Background LLC., expressly disclaims any warranties or responsibility or damages associated with or arising out of information provided. Employers seeking credit reports must provide additional notices pursuant to state law.

- **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.
- **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.
- 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.

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:

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TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>c. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552</p> <p>d. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue NW Washington, DC 20580 (877) 382-4357</p>
<p>3. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <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. Office of the Comptroller of the Currency Customer Assistance Group P.O. Box 53570 Houston, TX 77052</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. Division of Depositor and Consumer Protection National Center for Consumer and Depositor Assistance Federal Deposit Insurance Corporation 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection 1775 Duke Street Alexandria, VA 22314</p>
3. Air carriers	Assistant General Counsel for Office of Aviation Consumer Protection Department of Transportation 1200 New Jersey Avenue SE Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Public Assistance, Governmental Affairs, and Compliance Surface Transportation Board 395 E Street SW Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Division Regional Office
6. Small Business Investment Companies	Associate Administrator, Office of Capital Access United States Small Business Administration 409 Third Street SW, Suite 8200 Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street NE Washington, DC 20549
8. Institutions that are members of the Farm Credit System	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue NW Washington, DC 20580 (877) 382-4357

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EXHIBIT E
New York Correction Law Article 23-A

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:

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(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.

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EXHIBIT F
LOS ANGELES FAIR CHANCE ASSESSMENT (INITIAL ASSESSMENT AND REASSESSMENT)

	FAIR CHANCE INITIATIVE FOR HIRING ORDINANCE (FCIHO) INDIVIDUAL ASSESSMENT and REASSESSMENT FORM	
INFORMATION		
Employer Name:	Applicant Name:	
Position Applied For:	Date of Conditional Offer:	
Date of Criminal History Report:	Individual Assessment Performed by:	
Date of Assessment:	Date of Reassessment (if applicable):	
The following factors were considered, as required by Section 189.03 of the Los Angeles Municipal Code or Section 10.48.3 of the Los Angeles Administrative Code, before making our determination:		
1. The specific duties and responsibilities of the job, which are: a) _____ b) _____ c) _____ d) _____		
2. Description of the criminal conduct and why the conduct is of concern. 		
3. How long ago did the criminal activity occur:		
4. Age at the time of last criminal activity:		
5. Activities since criminal activity such as work experience, job training etc.: a) _____ b) _____ c) _____ d) _____		
Based on the factors above, we are considering rescinding our offer of employment because:		
Describe how there is a link between the specific aspects of the Applicant's Criminal History with risks inherent in the duties of the Employment position. 		

To be completed for a Reassessment:	
1. Was there an error made in the Criminal History Report?	
2. Evidence of rehabilitation and good conduct, which is:	
a) _____	
b) _____	
c) _____	
d) _____	
Evidence includes documents that the Applicant attended school, religious institution, job training, or counseling; or is involved with the community. They can include letters from people who know them, like teachers, counselors, supervisors, clergy, and parole or probation officers.	
Based on the evidence provided, we are rescinding/not rescinding (circle one) our offer of employment because: 	

Note: Employers shall retain all records and documents related to Applicants' Employment applications and the written assessment and reassessment performed for a period of three years following the receipt of an Applicant's Employment application.

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Exhibit G
INDIVIDUALIZED ASSESSMENT FORM

INFORMATION	
Employer Name:	Applicant Name:
Position Applied For:	Date of Conditional Offer:
Date of Criminal History Report:	Individual Assessment Performed by:
Date of Assessment:	
The following factors were considered before making our determination:	
<div>1. The nature and gravity of the offense or conduct, including but not limited to:<ul style="list-style-type: none">• consideration of whether the harm was to property or people,• the degree or severity of the harm or offense,• the permanence of the harm or offense;• the age of the Applicant or Employee when the conduct occurred, and• the time that has passed since the offense or conduct and/or completion of the sentence</div>	
<div>2. The nature of the Employment position sought or held, including consideration of the specific duties of the job:<ul style="list-style-type: none">• whether the employment position offers the opportunity for the same or similar offense to occur, and• whether circumstances leading to the conduct for which the person was convicted or that is the subject of an Unresolved Arrest will recur in the Employment position</div>	
<div>3. If the Applicant or Employee voluntarily provides to the Employer any Evidence of Rehabilitation or Mitigating Circumstances before or during the Initial Individualized Assessment, that evidence must also be considered as part of the Initial Individualized Assessment:</div>	

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To be completed under the circumstance of an extended delay

4. Here are the reasons why it is an undue burden for the Employer to continue to wait for receipt of the Criminal Background Check Report if the cause of rescinding the offer is related to a delay in the receipt of the Criminal Background Check Report:

EXHIBIT H
INFORMATION CONCERNING THE PROCESS IN CORRECTING A CRIMINAL RECORD

If you have undergone a background check by an agency that has received a criminal record from the DCJIS, you may ask the agency to provide you with a copy of the criminal record. You may also request a copy of your adult criminal record from the Department of Criminal Justice Information Services, 200 Arlington Street, Suite 2200, Chelsea, MA 02150 or by calling (617)660-4640 or go to the [Massachusetts iCORI service](#).

1. The DCJIS charges \$25.00 fee to provide an individual with a copy of his/her criminal record. You may complete an affidavit of indigency and request that the DCJIS waive the fee.
2. Upon receipt, review the record. If you need assistance in interpreting the entries or dispositions, please contact the Constituent Assistance and Research Unit at 617.660.4640 between 8:00AM and 6:00PM Eastern Time, Monday – Friday or via email at ICORI.INFO@state.ma.us.
3. The DCJIS does not offer “walk-in” service but you may call our Legal Division at (617)660- 4760 for assistance or the CARI Unit of the Office of the Commissioner of Probation at (617)727-5300.
4. If you believe that a case is opened on your record that should be marked closed, you may contact the Office of the Commissioner of Probation Department at the court where the charges were brought and request that the case(s) be updated.
5. If you believe that a disposition is incorrect, contact the Chief Probation Officer at the court where the charges were brought or the CARI Unit at the Office of the Commissioner of Probation and report that the court incorrectly entered a disposition on your criminal record.

If you believe that someone has stolen or improperly used your identity and were arraigned on criminal charges under your name, you may contact the Office of the Commissioner of Probation CARI Unit or the Chief Probation Officer in the court where the charges were brought. For a listing of courthouses and telephone numbers please click [here](#).

6. In some situations of identity theft, you may need to contact the DCJIS to arrange to have fingerprints analysis conducted.
7. If there is a warrant currently outstanding against you, you need to appear at the court and ask that the warrant be recalled. You cannot do this over the telephone.
8. If you believe that an employer, volunteer agency, housing agency or municipality has been provided with a criminal record that does not pertain to you, the agency should contact the CORI Unit for assistance at (617)660-4640.

EXHIBIT I - NEW YORK CITY FAIR CHANCE ACT NOTICE

NYC

Commission on
Human Rights

Fair Chance Evaluation Form

Applicant Name

Fair Chance Act Notice

After extending a conditional offer of employment, we checked your criminal record. Based on the enclosed check, we have reservations about hiring you for the position of _____, and may decide to retract our job offer for reasons explained below. We invite you to provide us with any information that could help us decide to offer you the job. If you choose to provide us with additional information you have _____ days (must be at least five business days) from the date you receive this to do so.

If you wish to respond, please contact _____.

In your response, you may:

- Tell us about any errors on your criminal record;
- Give us any additional information you'd like us to consider after reviewing this notice.

The following factors were considered, as required by Article 23-A of the New York State Correction Law, before making our determination:

☐ The government encourages employers to hire people with criminal records.

☐ The specific duties and responsibilities of the job, which are:

1. _____

2. _____

3. _____

4. _____

☐ We believe your record impacts your fitness or ability to perform these duties and responsibilities because:

[To be completed only with respect to convictions, not pending cases.]

☐ How long ago your criminal activity, not your conviction, occurred: _____ years _____ months

☐ Your age when your alleged/convicted criminal activity (not your arrest or conviction) occurred: _____ years old
If you were 25 or younger, we consider this a mitigating factor.

☐ The seriousness of the conduct that led to your criminal record, which is:

☐ Your evidence of rehabilitation and good conduct, which is listed below.

1. _____

2. _____

3. _____

If you have additional documents we should consider, please send them, including evidence that you attended school, job training, or counseling; or are involved with your community. They can include letters from people who know you, like teachers, counselors, supervisors, clergy, and parole or probation officers.

☐ Our legitimate interest in protecting property, and the safety and welfare of specific individuals or the general public, which is:

☐ Your certificate(s) of relief or certificate of good conduct shows that you are rehabilitated. If you did not have a certificate, we did not hold that against you.

Based on these factors, we may deny you the job because (choose one or both below):

We believe there is a direct relationship between your criminal record and the job we offered to you, and the factors listed above do not lessen that relationship because:

Your criminal record creates an unreasonable risk to specific persons, the general public, or our property because:

Eric Adams, Mayor
Annabel Palma, Chair and Commissioner

NYC.gov/HumanRights

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NYCCHR

Exhibit I – New York City Fair Chance Act Notice

Sample documents should NOT be construed as legal advice, guidance or counsel. Employers should consult their own attorney about their compliance responsibilities under the FCRA and applicable state law. Accurate Background LLC., expressly disclaims any warranties or responsibility or damages associated with or arising out of information provided. Employers seeking credit reports must provide additional notices pursuant to state law.

Exhibit J
INDIVIDUALIZED REASSESSMENT FORM

INFORMATION	
Employer Name:	Applicant Name:
Position Applied For:	Date of Conditional Offer:
Date of Criminal History Report:	Second Assessment Performed by:
Date of Assessment:	Date of Second Assessment:
The following factors were considered before making our determination:	
<p>1. The nature and gravity of the offense or conduct, including but not limited to:</p> <ul style="list-style-type: none">• consideration of whether the harm was to property or people,• the degree or severity of the harm or offense,• the permanence of the harm or offense;• the age of the Applicant or Employee when the conduct occurred, and• the time that has passed since the offense or conduct and/or completion of the sentence	
<p>2. The nature of the Employment position sought or held, including consideration of the specific duties of the job:</p> <ul style="list-style-type: none">• whether the employment position offers the opportunity for the same or similar offense to occur, and• whether circumstances leading to the conduct for which the person was convicted or that is the subject of an Unresolved Arrest will recur in the Employment position	
<p>3. If the Applicant or Employee voluntarily provides to the Employer any Evidence of Rehabilitation or Mitigating Circumstances before or during the Initial Individualized Assessment, that evidence must also be considered as part of the Initial Individualized Assessment:</p>	

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4. Any documents disputing the accuracy of the Criminal Background Check Report or Criminal History information, and/or documents or information providing an explanation regarding Criminal History information.

To be completed under the circumstance of an extended delay

5. Here are the reasons why it is an undue burden for the Employer to continue to wait for receipt of the Criminal Background Check Report if the cause of rescinding the offer is related to a delay in the receipt of the Criminal Background Check Report:

Exhibit K

The following jurisdictions will be included under the “special jurisdiction” forms and related criteria. If your organization has a need to add any additional jurisdiction, please let us know.

Country	State	County	City
US	CA	Unincorporated Los Angeles	Acton
US	CA	Los Angeles	Adams
US	CA	Unincorporated Los Angeles	Agoura
US	CA	Unincorporated Los Angeles	Agua Dulce
US	CA	Unincorporated Los Angeles	Alpine
US	CA	Unincorporated Los Angeles	Altadena
US	CA	Unincorporated Los Angeles	Antelope Acres
US	CA	Los Angeles	Arleta
US	CA	Los Angeles	Atwater Village
US	CA	Unincorporated Los Angeles	Athens (or West Athens)
US	CA	Unincorporated Los Angeles	Avocado Heights
US	CA	Unincorporated Los Angeles	Baldwin Hills
US	CA	Unincorporated Los Angeles	Bandini (islands)
US	CA	Los Angeles	Barnes City
US	CA	Unincorporated Los Angeles	Bassett
US	CA	Los Angeles	Bel Air
US	CA	Los Angeles	Benedict Coldwater Canyons
US	CA	Los Angeles	Beverly Glen
US	CA	Unincorporated Los Angeles	Big Pines
US	CA	Unincorporated Los Angeles	Bouquet Canyon
US	CA	Los Angeles	Boyle Heights
US	CA	Unincorporated Los Angeles	Calabasas (adjacent)
US	CA	Unincorporated Los Angeles	Calabasas Highlands
US	CA	Los Angeles	Canoga Park

Country	State	County	City
US	CA	Unincorporated Los Angeles	Canyon Country
US	CA	Unincorporated Los Angeles	Castaic
US	CA	Unincorporated Los Angeles	Castaic Junction
US	CA	Los Angeles	Central Avenue
US	CA	Unincorporated Los Angeles	Charter Oak (islands)
US	CA	Los Angeles	Chatsworth
US	CA	Los Angeles	Chinatown
US	CA	Unincorporated Los Angeles	Citrus (Covina islands)
US	CA	Los Angeles	Coldwater Canyon
US	CA	Los Angeles	Crenshaw
US	CA	Unincorporated Los Angeles	Crystallaire
US	CA	Unincorporated Los Angeles	Deer Lake Highlands
US	CA	Unincorporated Los Angeles	Del Aire
US	CA	Unincorporated Los Angeles	Del Sur
US	CA	Los Angeles	Downtown
US	CA	Los Angeles	Downtown Los Angeles
US	CA	Los Angeles	Eagle Rock
US	CA	Unincorporated Los Angeles	East Azusa (islands)
US	CA	Unincorporated Los Angeles	East Rancho Dominguez
US	CA	Unincorporated Los Angeles	East Los Angeles 1 Belvedere Gardens City Terrace Eastmont
US	CA	Unincorporated Los Angeles	East Pasadena

Country	State	County	City
US	CA	Unincorporated Los Angeles	East San Gabriel
US	CA	Los Angeles	East Whittier
US	CA	Los Angeles	Echo Park
US	CA	Unincorporated Los Angeles	El Camino Village
US	CA	Unincorporated Los Angeles	El Dorado
US	CA	Unincorporated Los Angeles	Elizabeth Lake
US	CA	Los Angeles	El Sereno
US	CA	Los Angeles	Encino
US	CA	Los Angeles	Expo Park
US	CA	Unincorporated Los Angeles	Fairmont
US	CA	Unincorporated Los Angeles	Firestone
US	CA	Unincorporated Los Angeles	Florence
US	CA	Unincorporated Los Angeles	Forrest Park
US	CA	Unincorporated Los Angeles	Franklin Canyon
US	CA	Los Angeles	Glassell Park
US	CA	Unincorporated Los Angeles	Glendora (islands)
US	CA	Unincorporated Los Angeles	Gorman
US	CA	Los Angeles	Granada Hills
US	CA	Unincorporated Los Angeles	Graham
US	CA	Los Angeles	Green Meadows
US	CA	Unincorporated Los Angeles	Green Valley
US	CA	Unincorporated Los Angeles	Hacienda Heights
US	CA	Los Angeles	Hancock Park
US	CA	Los Angeles	Harbor City
US	CA	Unincorporated Los Angeles	Hi Vista
US	CA	Unincorporated Los Angeles	Juniper Hills
US	CA	Unincorporated Los Angeles	Kagel Canyon
US	CA	Unincorporated Los Angeles	Kinneola Mesa

Country	State	County	City
US	CA	Los Angeles	LA
US	CA	Los Angeles	La Brea
US	CA	Unincorporated Los Angeles	La Crescenta
US	CA	Unincorporated Los Angeles	La Rambla
US	CA	Unincorporated Los Angeles	Ladera Heights
US	CA	Los Angeles	Lake Balboa
US	CA	Unincorporated Los Angeles	Lake Hughes
US	CA	Unincorporated Los Angeles	Lake Los Angeles
US	CA	Unincorporated Los Angeles	Lakeview
US	CA	Los Angeles	Lakeview Terrace
US	CA	Unincorporated Los Angeles	Lang
US	CA	Unincorporated Los Angeles	Lennox
US	CA	Unincorporated Los Angeles	Leona Valley
US	CA	Los Angeles	Lincoln Heights
US	CA	Los Angeles	Littlerock
US	CA	Los Angeles	Little Tokyo
US	CA		Los Angeles
US	CA		Los Angeles (Unincorporated Areas)
US	CA	Unincorporated Los Angeles	Llano
US	CA	Unincorporated Los Angeles	Long Beach (islands)
US	CA	Unincorporated Los Angeles	Longview
US	CA	Unincorporated Los Angeles	Los Cerritos Wetlands
US	CA	Los Angeles	Los Feliz
US	CA	Unincorporated Los Angeles	Los Nietos
US	CA	Unincorporated Los Angeles	Malibu Vista
US	CA	Los Angeles	Mar Vista
US	CA	Unincorporated Los Angeles	Marina del Re

Country	State	County	City
US	CA	Unincorporated Los Angeles	Mint Canyon
US	CA	Los Angeles	Miracle Mile
US	CA	Los Angeles	Mission Hills
US	CA	Unincorporated Los Angeles	Monrovia/ Arcadia/ Duarte (islands)
US	CA	Unincorporated Los Angeles	Monte Nido
US	CA	Unincorporated Los Angeles	Montrose
US	CA	Los Angeles	Mount Olympus
US	CA	Unincorporated Los Angeles	Mulholland Corridor Cornell Las Virgenes/Mal ibu Canyon Malibou Lake Malibu Bowl Malibu Highlands Malibu/ Sycamore Canyon Monte Nido Seminole Hot Springs Sunset Mesa Trifuno Canyon
US	CA	Unincorporated Los Angeles	Neenach
US	CA	Unincorporated Los Angeles	Newhall
US	CA	Unincorporated Los Angeles	North Claremont (islands)
US	CA	Los Angeles	North Hills
US	CA	Los Angeles	North Hollywood
US	CA	Los Angeles	North Shoestring
US	CA	Unincorporated Los Angeles	Northeast San Dimas (islands)

Country	State	County	City
US	CA	Unincorporated Los Angeles	Northeast Whittier (island)
US	CA	Los Angeles	Northridge
US	CA	Unincorporated Los Angeles	Northwest Whittier
US	CA	Unincorporated Los Angeles	Norwalk/ Cerritos (islands)
US	CA	Los Angeles	Olive View Hospital
US	CA	Unincorporated Los Angeles	Oat Mountain
US	CA	Los Angeles	Pacific Palisades
US	CA	Los Angeles	Pacoima
US	CA	Los Angeles	Palms
US	CA	Los Angeles	Panorama City
US	CA	Los Angeles	Park La Brea
US	CA	Unincorporated Los Angeles	Pearblossom
US	CA	Unincorporated Los Angeles	Placerita Canyon
US	CA	Los Angeles	Playa del Rey
US	CA	Los Angeles	Porter Ranch
US	CA	Unincorporated Los Angeles	Quartz Hill
US	CA	Unincorporated Los Angeles	Rancho Dominguez
US	CA	Los Angeles	Rancho Park
US	CA	Unincorporated Los Angeles	Redman
US	CA	Los Angeles	Reseda
US	CA	Unincorporated Los Angeles	Roosevelt
US	CA	Unincorporated Los Angeles	Rowland Heights
US	CA	Los Angeles	Santa Catalina Island
US	CA	Unincorporated Los Angeles	San Clemente Island
US	CA		San Francisco
US	CA	Unincorporated Los Angeles	San Pasqual

Country	State	County	City
US	CA	Los Angeles	San Pedro
US	CA	Unincorporated Los Angeles	Saugus
US	CA	Los Angeles	Sawtelle
US	CA	Los Angeles	Sepulveda
US	CA	Los Angeles	Sherman Oaks
US	CA	Los Angeles	Silverlake
US	CA	Unincorporated Los Angeles	Soledad
US	CA	Los Angeles	South Park
US	CA	Unincorporated Los Angeles	South San Gabriel
US	CA	Unincorporated Los Angeles	South San Jose Hills
US	CA	Los Angeles	South Vermont
US	CA	Unincorporated Los Angeles	South Whittier
US	CA	Unincorporated Los Angeles	Stevenson Ranch
US	CA	Los Angeles	Studio City
US	CA	Unincorporated Los Angeles	Sulphur Springs
US	CA	Los Angeles	Sun Valley
US	CA	Unincorporated Los Angeles	Sun Village
US	CA	Los Angeles	Sunland
US	CA	Unincorporated Los Angeles	Sunland/Sylmar/Tujunga (adjacent)
US	CA	Unincorporated Los Angeles	Sunshine Acres
US	CA	Los Angeles	Sylmar
US	CA	Los Angeles	Tarzana
US	CA	Unincorporated Los Angeles	Three Points
US	CA	Los Angeles	Toluca Lake
US	CA	Unincorporated Los Angeles	Topanga Canyon Fernwood Glenview Sylvia Park Topanga
US	CA	Los Angeles	Tujunga

Country	State	County	City
US	CA	Unincorporated Los Angeles	Twin Lakes
US	CA	Unincorporated Los Angeles	Universal City
US	CA	Unincorporated Los Angeles	Val Verde
US	CA	Unincorporated Los Angeles	Valencia
US	CA	Unincorporated Los Angeles	Valinda
US	CA	Los Angeles	Valley Glen
US	CA	Los Angeles	Valley Village
US	CA	Unincorporated Los Angeles	Valyermo
US	CA	Los Angeles	Van Nuys
US	CA	Unincorporated Los Angeles	Vasquez Rocks
US	CA	Los Angeles	Venice
US	CA	Los Angeles	Vermont Square
US	CA	Unincorporated Los Angeles	Veterans Administration Center
US	CA	Unincorporated Los Angeles	View Park
US	CA	Unincorporated Los Angeles	Walnut Park
US	CA	Los Angeles	Warner Center
US	CA	Los Angeles	Watts
US	CA	Los Angeles	West Adams
US	CA	Unincorporated Los Angeles	West Arcadia (islands)
US	CA	Unincorporated Los Angeles	West Carson
US	CA	Unincorporated Los Angeles	West Chatsworth
US	CA	Los Angeles	West Hills
US	CA	Los Angeles	West Los Angeles
US	CA	Unincorporated Los Angeles	West Pomona (islands)
US	CA	Unincorporated Los Angeles	West Puente Valley

Country	State	County	City
US	CA	Unincorporated Los Angeles	West Rancho Dominguez/ Victoria
US	CA	Unincorporated Los Angeles	West Rancho Dominguez/ Victoria
US	CA	Unincorporated Los Angeles	West Whittier
US	CA	Los Angeles	Westchester
US	CA	Unincorporated Los Angeles	Westfield
US	CA	Los Angeles	Westlake
US	CA	Los Angeles	Westwood
US	CA	Unincorporated Los Angeles	Westfield
US	CA	Los Angeles	Wholesale District
US	CA	Unincorporated Los Angeles	White Fence Farms
US	CA	Unincorporated Los Angeles	Whittier Narrows
US	CA	Los Angeles	Wilmington
US	CA	Unincorporated Los Angeles	Willowbrook
US	CA	Los Angeles	Wilshire Center
US	CA	Unincorporated Los Angeles	Wilsona Gardens
US	CA	Unincorporated Los Angeles	Windsor Hills
US	CA	Los Angeles	Winnetka
US	CA	Unincorporated Los Angeles	Wiseburn
US	CA	Los Angeles	Woodland Hills
US	CA	Unincorporated Los Angeles	Wrightwood
US	FL		Gainesville
US	IL		
US	IL		Chicago
US	MA		
US	MD	Montgomery	
US	MD	Prince George's	
US	MO		Columbia
US	NY		Arverne

Country	State	County	City
US	NY		Astoria
US	NY		Bayside
US	NY		Bellerose
US	NY		Breezy Point
US	NY		Bronx
US	NY		Brooklyn
US	NY		Cambria Heights
US	NY		College Point
US	NY		Corona
US	NY		East Elmhurst
US	NY		Elmhurst
US	NY		Far Rockaway
US	NY		Floral Park
US	NY		Flushing
US	NY		Forest Hills
US	NY		Fresh Meadows
US	NY		Glen Oaks
US	NY		Hollis
US	NY		Howard Beach
US	NY		Jackson Heights
US	NY		Jamaica
US	NY		Kew Gardens
US	NY		Little Neck
US	NY		Long Island City
US	NY		Maspeth
US	NY		Middle Village
US	NY		New York City
US	NY		Oakland Gardens
US	NY		Ozone Park
US	NY		Queens Village
US	NY		Rego Park
US	NY		Richmond Hill
US	NY		Ridgewood

Country	State	County	City
US	NY		Rockaway Park
US	NY		Rosedale
US	NY		Saint Albans
US	NY		South Ozone Park
US	NY		South Richmond Hill
US	NY		Springfield Gardens
US	NY		Staten Island
US	NY		Sunnyside
US	NY		Whitestone
US	NY		Woodhaven
US	NY		Woodside
US	NY		Queens
US	OR		Portland
US	PA		Philadelphia
US	TX		Austin
US	WA		Seattle