



Background Screeners of America
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Disclosure and Release Notice

Before any search may be run on an individual, the individual must receive, complete and sign an appropriate Disclosure and Release Form. The purpose of this form is to:

- Inform the individual that a background screening will be conducted.
- Indicate the purpose and scope of the screening.
- Provide the individual with a summary of their rights under the Fair Credit Reporting Act.
- Request appropriate information to confirm the identity of the individual.
- Obtain a signature from the individual acknowledging receipt of this information and giving consent for the screening to be conducted.

This policy is in place to ensure that all laws and regulations have been observed and the rights of the searched individual have been protected. Please review the provided samples of these forms before conducting background screenings.

Under no circumstances must searches be run on any individual until the appropriate Disclosure & Release Form has been completed and signed. All signed D&R forms should be kept on file.