

BACKGROUND INVESTIGATION ADVERSE ACTION NOTICE

Prospective Employer/Employer: _____

Address: _____

Phone Number: _____ **Fax Number:** _____

This notice, which complies with the Fair Credit Reporting Act, is to inform you that an adverse action has been taken against you due in whole or in part to the information contained in your investigative consumer report. The adverse action taken was:

_____ **Not Hired**
_____ **Not Promoted**
_____ **Termination**
_____ **Other:** _____

The consumer reporting agency that furnished the report was:

COMMERCIAL INVESTIGATIONS LLC
130 Remsen Street
Second Floor
Cohoes NY 12047
800-284-0906

The consumer reporting agency did not make the decision to take the adverse action and is unable to provide you with specific reasons why the adverse action was taken.

Prior to this notice of adverse action, you received a copy of the report that the adverse action was based in whole or in part on and a copy of your rights under the Fair Credit Reporting Act. You also have the right to obtain a free copy of a investigative consumer report on you from the consumer reporting agency listed above, within 60-days of this notice. You may dispute with the consumer reporting agency, the accuracy or completeness of any information in a consumer report furnished by the agency.

I certify receipt of this notice and understand that my prospective employer/ employer has taken an adverse action against me based in whole or in part on an investigative consumer report.

Print Name of Applicant/Employer: _____

Signature of Applicant/Employer: _____

Date: _____

Please sign, date and return this form to the Prospective Employer/Employer in the enclosed self-addressed stamped envelope.