

This is a SAMPLE only. You should make changes as needed to reflect state and local laws.
This document should not be relied upon as legal advice.
Please consult with your own counsel and make changes as required by your jurisdiction.
Please use the "Contact Us" page if you would like to request a WORD file of this document.

SAMPLE: Pre-Adverse Action Notification

Date :
Applicant Name:
Address:

Dear Applicant:

You previously authorized ___[Company Name]___ (the "Company") to obtain a consumer report about you from a consumer reporting agency. The Company is considering taking action in whole or in part based on information in this report, [including the following specific items identified in the report:]
[Identify specifically the adverse items providing a basis for this notice:]

Enclosed please find (1) a copy of the report provided by American DataBank -110 16th St, Ste 800, Denver CO 80202, phone: 800-200-0853, www.americandatabank.com; (2) a Summary of Your Rights Under the Fair Credit Reporting Act; and (3) [identify additional disclosure documents required by state or city laws, e.g. New York Article 23-A; NY City and Los Angeles Fair Chance Act Notices; Summary of Rights under NJ and WA laws, etc:] _____.

If you wish to dispute the accuracy or completeness of any information in your report, you should contact American DataBank immediately at the above address. American DataBank does not make hiring decisions. For information on your hiring status or if you wish to provide additional information that could help the Company better evaluate your fitness for this position, please contact the Company immediately by calling Tel: _____. If we do not hear from you within ___ days, we will make our hiring decision based on the information currently available to us.

In the event an adverse employment action is taken based upon information in your background screening report, the Company will provide you with notice of such action.

Sincerely,

[Company Name]

Enclosures: Background screening consumer report
Summary of Your Rights Under the FCRA
[Other disclosures required by state or city laws]