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**End User certifies they have read the below information pursuant to California Law and will obtain all releases forms from the applicant and provide all necessary notices regarding background checks. Those include, but are not limited to the following:**

**END USER CERTIFICATION OF USE FOR EMPLOYMENT INSIGHT REPORTS  
 NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW**

Employer (the "Company") intends to obtain information about you from an investigative consumer reporting agency and/or a consumer credit reporting agency for employment purposes. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be [consumer reporting agency name, address, and telephone number - including toll-free number]. The source of any credit report will be [consumer reporting agency name, address, and telephone number - including toll-free number]. The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law. Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA's file on you with proper identification, as follows:

- o In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- o A summary of all information contained in the ICRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- o By requesting a copy be sent to a specified addressee by certified mail. ICRA's complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA's.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity. The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

**CERTIFICATION FROM EMPLOYER TO CONSUMER REPORTING AGENCY**

In compliance with the Fair Credit Reporting Act (the "Act") and applicable state law, Employer hereby certifies to [Consumer Reporting Agency] that it will comply with the following provisions: Employer certifies that prior to obtaining or causing a "consumer report" and/or an "investigative consumer report" to be obtained for employment purposes:

1. A clear and conspicuous disclosure, in a document consisting solely of the disclosure, will be made in writing to the consumer. The disclosure will explain that a consumer report and/or an investigative consumer report may be obtained for employment purposes, and will be presented to the consumer before the report is procured or caused to be procured. The disclosure will satisfy all requirements identified in Section 606(a)(1) of the Act.
2. The consumer will have authorized, in writing, the obtaining of the report by Employer.

Should the consumer make a written request within a reasonable amount of time, Employer will provide:

1. Information about whether an investigative consumer report has been requested;
2. If an investigative consumer report has been requested, written disclosure of the nature and scope of the investigation requested; and
3. The name and address of the outside agency to whom requests for any of these reports has been made.

This information will be provided no later than five days after the date on which the request for such disclosure was received from the consumer or such report was first requested, whichever is the latter.

Should the consumer be denied employment, or other adverse action taken, in whole or in part on the basis of the report, Employer will provide to the applicant or employee:

1. A copy of the report; and
2. A description, in writing, of the rights of the consumer entitled: "A Summary of Your Rights Under the Fair Credit Reporting Act."

The information from the report will not be used in violation of any applicable federal or state equal employment opportunity laws or regulations.

California Employers Only: In compliance with applicable provisions of California state law, Employer certifies the following:

Employer has made all disclosures required by California Civil Code section 1786.16(a) and will comply with all of the requirements of California Civil Code section 1786.16(b).

1. [If a copy of the report will be provided to the consumer directly by the employer, include the following: If an investigative consumer report is requested for reasons other than suspicion of wrongdoing or misconduct by the consumer, then Employer will provide the consumer with a copy of the report, as required by California Civil Code section 1786.16.] [If a copy of the report will be provided to the consumer by the consumer reporting agency, include the following: If an investigative consumer report is requested and the consumer checked the box on the authorization form signifying s/he wants a copy of the investigative consumer report when and if s/he is entitled to one under California law, then Employer hereby requests that a copy of the report be sent to the subject of the report unless the report is requested in connection with an investigation based upon suspicion of wrongdoing or misconduct by the consumer and Employer has notified you that a copy should not be provided to the consumer, in accordance with California Civil Code section 1786.16.]

2. If a credit report is requested, and if the consumer checked the box on the authorization form signifying s/he wants a copy of the credit report, then the Company hereby requests that a copy of the credit report be sent to the subject of the report, in accordance with California Civil Code section 1785.20.5.

Employer hereby acknowledges receipt of the Notice to Users of Consumer Reports.

\_\_\_\_\_  
 (Name of End User)

\_\_\_\_\_  
 (Signature)

(Title) \_\_\_\_\_ (Date) \_\_\_\_\_



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**END USER CERTIFICATION OF COMPLIANCE**  
**California Civil Code - Section 1785.14(a)**

Section 1785.14(a), as amended, states that a consumer credit reporting agency does not have reasonable grounds for believing that a consumer credit report will only be used for a permissible purpose unless all of the following requirements are met:

Section 1785.14(a)(1) states: "If a prospective user is a retail seller, as defined in Section 1802.3, and intends to issue credit to a consumer who appears in person on the basis of an application for credit submitted in person, the consumer credit reporting agency shall, with a reasonable degree of certainty, match at least three categories of identifying information within the file maintained by the consumer credit reporting agency on the consumer with the information provided to the consumer credit reporting agency by the retail seller. The categories of identifying information may include, but are not limited to, first and last name, month and date of birth, driver's license number, place of employment, current residence address, previous residence address, or social security number. The categories of information shall not include mother's maiden name."

Section 1785.14(a)(2) states: "If the prospective user is a retail seller, as defined in Section 1802.3, and intends to issue credit to a consumer who appears in person on the basis of an application for credit submitted in person, the retail seller must certify, in writing, to the consumer credit reporting agency that it instructs its employees and agents to inspect a photo identification of the consumer at the time the application was submitted in person. This paragraph does not apply to an application for credit submitted by mail."

Section 1785.14(a)(3) states: "If the prospective user intends to extend credit by mail pursuant to a solicitation by mail, the extension of credit shall be mailed to the same address as on the solicitation unless the prospective user verifies any address change by, among other methods, contacting the person to whom the extension of credit will be mailed."

In compliance with Section 1785.14(a) of the California Civil Code, \_\_\_\_\_ ("End User") hereby certifies to Consumer Reporting Agency as follows: (Please circle)

End User (IS) (IS NOT) a retail seller, as defined in Section 1802.3 of the California Civil Code ("Retail Seller") and issues credit to consumers who appear in person on the basis of applications for credit submitted in person ("Point of Sale").

End User also certifies that if End User is a Retail Seller who conducts Point of Sale transactions, End User will, beginning on or before July 1, 1998, instruct its employees and agents to inspect a photo identification of the consumer at the time an application is submitted in person.

End User also certifies that it will only use the appropriate End User code number designated by Consumer Reporting Agency for accessing consumer reports for California Point of Sale transactions conducted by Retail Seller.

If End User is not a Retail Seller who issues credit in Point of Sale transactions, End User agrees that if it, at any time hereafter, becomes a Retail Seller who extends credit in Point of Sale transactions, End User shall provide written notice of such to Consumer Reporting Agency prior to using credit reports with Point of Sale transactions as a Retail Seller, and shall comply with the requirements of a Retail Seller conducting Point of Sale transactions, as provided in this certification.

\_\_\_\_\_  
End User  
By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_