

Your Company - Complete Your Background Check



Your Company

To: ● Hallee Gilbertson



Mon 8/5/2024 11:00 AM

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August 05, 2024

Hello HARRY HOUDINI,

As part of your consideration for employment, you will need to fill out the background questionnaire found at the link below.

[Click here to begin](#)

The background questionnaire takes approximately 15 minutes to complete and we recommend that you double check the information you provide for accuracy to make sure there is no delay in processing your background investigation.

To remain in active consideration for employment, you must complete the background questionnaire within 7 days.

Thank you,

Jane Doe
sales@advrep.com

This email is intended only for the person or entity to which it is addressed and may contain information that is privileged, confidential, or otherwise protected from disclosure. Dissemination, distribution, or copying of this e-mail or the information herein by anyone other than the intended recipient, or by an employee or agent responsible for delivering the message to the intended recipient, is prohibited. If you have received this e-mail in error, please notify us immediately by replying to the sender.

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Welcome!

Are you ready to begin the background check process?

Once you start, you will complete the following steps:

- Give consent to running your background check electronically.
- Complete the necessary legal process.
- Fill out the background questionnaire.
- Submit your information.

Do not click the back button during this process. You will have the opportunity to edit the information you provide before submitting your questionnaire.

Continue

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APPLICABLE JURISDICTIONS

Please provide the following information.

I certify that I am an individual seeking prospective or continued employment to work in:

Employment country *

-- Please Select Country --

I certify that I am a resident of:

Residence country

-- Please Select Country --

Continue

ELECTRONIC SIGNATURE CONSENT

As part of the selection process at Your Company (the "Company") you will need to consent to a background check electronically. By typing your name and clicking in the box below, you are consenting to receive any communications (legally required or otherwise) and all changes to such communications electronically. In order to use the website, you must be able to access an internet connected device that is compatible with the minimum requirements outlined below. You also confirm that your device will meet these specifications and requirements and will permit you to access and retain the communications electronically each time you access and use the website.

System Requirements to Access Information

To receive and view an electronic copy of the Communications you must have the following equipment and software:

- A personal computer or other device which is capable of accessing the internet. Your access to this page verifies that your system/device meets these requirements.
- A current version of Chrome, Firefox, Safari, or Microsoft Edge Internet web browser which supports security industry best practices for HTTPS encrypted communications, JavaScript, and cookies. Your access to this page verifies that your browser meets these requirements.

System Requirements to Retain Information

To retain a copy, you must either have a printer connected to your personal computer or other device or, alternatively, the ability to save a copy through use of printing service or software such as Adobe Acrobat. If you would like to proceed using paper forms, please choose option 2 below.

Withdrawal of Electronic Acceptance of Disclosures and Notices

You can also contact us to withdraw your consent to receive any future communications electronically, including if the system requirements described above change and you no longer possess the required system. If you withdraw your consent, we will terminate your use of the Advanced Reporting LLC website and the services provided through the Advanced Reporting LLC website.

To ensure that a signature is unique and to safeguard you against unauthorized use of your name, your IP address (50.209.37.193) has been recorded and will be stored along with your electronic signature. Please note that if you wish to submit your Disclosure and Authorization Forms electronically, Advanced Reporting LLC requires that you include your social security number or user identification. All of your information will be encrypted and transmitted via our secure website.

CHOOSE ONE OF THE FOLLOWING OPTIONS:

I, (type full name), consent to transacting electronically, including receiving legally required notices electronically. I understand that Advanced Reporting LLC uses computer technology to ensure that my signed documents are not altered after submission. I agree to allow Advanced Reporting LLC to validate my signed documents in this way.

I, (type full name), **do not** wish to electronically sign my documents. Rather, I prefer to print out and sign paper versions of the documents and return them by mail or in person to the Company. I understand this may delay the selection process with the Company.

Continue

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DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Your Company (the "Company") may obtain a "consumer report" about you from a consumer reporting agency for employment purposes. A "consumer report" is a background screening report that may contain information regarding your criminal history, sex offender registry status, credit history, social security number, motor vehicle records ("driving records"), education and employment history, professional licenses, or other information about you. The information in a "consumer report" may bear upon your character, general reputation, personal characteristics, and/or mode of living.

Continue

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Para información en español, visite www.consumerfinance.gov/learnmore o escriba 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 the 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 and 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 if 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.

• **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.

ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate documents entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION ON YOU, A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and the DISCLOSURE REGARDING INVESTIGATIVE CONSUMER REPORT. I also acknowledge receipt of any applicable state or municipal law notices. I certify that I have read and understand those documents.

I authorize Your Company ("the Company") to obtain "consumer reports" and "investigative consumer reports" about me at any time during the hiring process and throughout my employment, if applicable. I understand that such reports will be prepared by the following consumer reporting agency: Advanced Reporting LLC, PO Box 12398, Salem, OR 97309, <http://www.advrep.com>, Phone: 503-375-0451 / 888-375-0451, Fax: 503-364-0195 / 877-450-2774.

To enable Advanced Reporting LLC to complete the above reports about me for the Company, I hereby authorize, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or other party to furnish information about me to Advanced Reporting LLC.

I further authorize the Company to share the information contained in the report(s) obtained about me with any third-party companies for which I will perform assignments for the Company or to which I will be given property access in connection with my work for the Company.

Please check this box to receive a copy of any report furnished by Advanced Reporting LLC to the Company.

Agreement

I agree:

Last 4 of your social security number / user PIN

** User PIN can be any unique combination of four (4) numbers that will be easily remembered **

Please note: the last four digits of your SSN or user PIN may be required at a later time for verification purposes and to access your copy of the background check.

Sign Acknowledgment

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DISCLOSURE FOR INVESTIGATIVE CONSUMER REPORT

Your Company (the "Company") may also request an "investigative consumer report" on you from a consumer reporting agency.

An "investigative consumer report" is a background check report generated through personal interviews with sources such as your neighbors, friends or associates. The information contained in an "investigative consumer report" may bear upon about your character, general reputation, personal characteristics, and/or mode of living.

The consumer reporting agency that may prepare an "investigative consumer report" on you for the Company is Advanced Reporting LLC, Phone: 503-375-0451 / 888-375-0451, Fax: 503-364-0195 / 877-450-2774, PO Box 12398, Salem, OR 97309.

Please be advised that the nature and scope of the investigative consumer report that may be ordered by the Company is an investigation into your employment history. During such an investigation Advanced Reporting LLC may ask questions about your employment history to certain knowledgeable individuals and provide response information to the Company.

Note: You have the right to request disclosure of further information regarding the nature and scope of any investigative consumer report ordered by the Company on you. You may do so by contacting the Company. You should carefully consider whether to exercise your right to request further information regarding the nature and scope of any investigative consumer report.

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Applicant

Your Company - Core Screening Package (DEMO - DO NOT PROCESS)

Please provide your legal name as shown on your driver's license or other government issued identification.

* Last/Sur Name: * First/Given Name: * Middle Name: Generation: * SSN: * DOB:

I certify that I do not have a Middle Name

* Phone Number: * Driver License No.: * DL State:

+ Former Name/Alias

Cancel

Next →

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Applicant Address

Your Company - Core Screening Package (DEMO - DO NOT PROCESS)

Please provide 7 years of address history.

Current Address

Current Address

STREET ADDRESS

ZIP CODE CITY

* Move-In Date

+ Previous Address

Cancel

Next →

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Application Summary

Your Company - Core Screening Package (DEMO - DO NOT PROCESS)

Please review your information for accuracy. If you would like to make changes, please click "Edit" (✎) next to an item. When you are finished, click the "Submit" button.

Applicant: ✎ HARRY M. HOUDINI (001-01-0001, 01/01/1980)

Current Address: ✎ 123 MAIN STREET ANYWHERE, AA 99999

Search Summary for Core Screening Package (DEMO - DO NOT PROCESS)

Application Notes

Cancel

Submit →

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Confirmation

Attention: Please read to the bottom of this page for the section on Additional Information.

Thank you for completing your online background questionnaire. Your confirmation number is **718404**. You may be asked for it if you need to contact Your Company at some future time. If you would like to print a copy of your Authorization or your Confirmation, please click on the appropriate button. If you have any questions regarding your consumer report, please contact our Consumer Report Agency (CRA), Advanced Reporting LLC.

Security Notice: It is strongly recommended that you close all browser windows to ensure that you are completely signed out.

Your Company

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-,-

Advanced Reporting LLC

PO Box 12398
Salem, OR 97309
Phone: 503-375-0451 / 888-375-0451
Fax: 503-364-0195 / 877-450-2774

Print Authorization

Print Confirmation

When you are finished, please close this browser tab or window.

Additional Information

Your PIN is the last 4 digits of your SSN or the user PIN you used when completing the authorization.

To stay up to date on the status of your application we have provided you an applicant portal.

Important: Please save your file number and PIN. Access to the applicant portal requires both. Your file number may have been provided to you as a reference number or a confirmation number. Linking from this page will sign you in automatically, but your file number and PIN will be required for all future access.

Applicant Portal

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Access your Your Company Background Check

AL

Advanced Reporting LLC

To: Hallee Gilbertson

Mon 8/5/2024 11:24 AM

CAUTION: This email originated from outside the organization. Please look for Red Flags. If something looks suspicious, please hit the Phish Alert Report button or contact IT for assistance.

Hello HARRY,

We are processing your background check for Your Company.

This tool allows you to stay informed throughout the screening process. You can submit questions directly to the investigators processing your background check, upload additional documentation, and see the results of your completed report.

To get started, please log on to your Applicant Portal and provide your reference number: 718404.

Log On

If the above link does not work, you can log in to your Applicant Portal here:
<https://advrep.instascreen.net/is/app/applicantPortal?referenceNumber=718404>

We look forward to hearing from you.

Advanced Reporting LLC
info@advrep.com
503-375-0451
<http://www.advrep.com>

Your Company - Employment Background Questionnaire Confirmation

YC

Your Company

To: Hallee Gilbertson

Mon 8/5/2024 11:24 AM

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August 05, 2024

Hello HARRY M. HOUDINI,

Thank you for filling out our background questionnaire. **Your file number is 718404.** Use this number when referring to your background screening report. If you have any questions regarding next steps, please contact us using the information below.

Thank you,

Jane Doe
sales@advrep.com

NOTE: If you have any questions regarding your background screening report, please contact the background screening agency below.

Advanced Reporting LLC
info@advrep.com
503-375-0451

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