



Background Screening Consultants LLC
 650 W Lake St, Suite 310
 Chicago, IL 60661

Please note: Employers and Landlords are subject to the guidelines of the Fair Credit Reporting Act and applicable state or federal laws

Applicant Background Release Form for Pre-Employment or Tenant Screening Purposes.

Applicant Name			
_____		_____	
First Name	Middle	Last Name	(Include hyphenated names)
_____-_____-_____	____/____/____	_____	_____
Social Security Number	Date of Birth	Driver's License / State ID # (OPTIONAL)	State of Issuance
Current Address			
_____		_____	_____
Street	City	State	Zip Code
Previous Address			
_____		_____	_____
Street	City	State	Zip Code
Previous Address			
_____		_____	_____
Street	City	State	Zip Code

(CA, MN, OK residents ONLY) may check this box and fax to Background Screening Consultants LLC for a free copy of the report requested.

AUTHORIZATION

I hereby consent and authorize _____, their affiliates, and agents, including Background Screening Consultants, LLC to secure information pertaining to my character and background. I understand that the information supplied by me can be utilized in conducting a comprehensive background investigation. An investigative consumer report may be prepared concerning my character, general reputation and personal characteristics. This investigation may include, but may not be limited to; a multi-jurisdictional criminal record search containing current and archived felony, misdemeanor and traffic violation information. This report may also include civil records, liens, judgments, bankruptcies, evictions and other publicly accessible information.

I release from liability any and all persons, companies, and corporations that supply information regarding my history as a result of this investigation. I understand that any information discovered is done so through electronic database sources and possibly on-site public record research. I understand that I have the right to contest the accuracy of information found by contacted Background Screening Consultants LLC by contacted their toll free help line. I release and indemnify _____, their affiliates, and agents, Background Screening Consultants LLC against any liability that may result from conducting this investigation.

 Signature of Applicant

 Date

**Questions, please contact
 Fax**

**888-578-8600
 888-578-1320**

Candidate Questionnaire

Please fully answer the following questions in order to expedite the screening process. All information supplied must be legible and accurate.

Have you used another name for work or school? If yes, please provide below.

First Name	Last Name (Include hyphenated names)	Dates of Use

Please describe the circumstances of alternate name use

Have you ever been convicted of or pleaded guilty to any felonies or misdemeanors in the last 7 years? (Do not report minor traffic violations or exclusions pertaining to the following states.)

California: Applicants should not disclose marijuana convictions older than (2) two years for quantities of 28.5 grams or less (other than concentrated cannabis) per California Health & Safety Code §§11357(b) or (c), 11360(b) (formerly subdivision (c) of section 11360), 11364, 11365, or 11550. Applicants should not disclose convictions that have been sealed, expunged, or statutorily eradicated or any misdemeanor convictions for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed. Applicants should not disclose information regarding arrests or detentions for which a diversion program has been successfully completed. Cal. Code Regs., tit. 2, § 7287-.4. Applicants shall not disclose records of arrest, indictment, information, misdemeanor complaint, or conviction of a crime that, from the date of disposition, release, or parole, antedate the report by more than (7) seven years. Further, these items shall not be reported if in the case of a conviction a full pardon has been granted, or in the case of an arrest, indictment, information, or misdemeanor complaint a conviction did not result. Cal. Civ. Code §1785.13.6.

Georgia: Applicants are not required to disclose information pertaining to any "first offender discharge." Ga. Code Ann. § 42-8-63.

Illinois: Applicants are not obligated to disclose sealed or expunged records of conviction or arrests. 20 Ill. Comp. Stat. §2630/12(a)

Minnesota: Applicants should be aware that petty misdemeanors are not considered a crime and cannot be reported as a criminal conviction.

Year of Offense	Description of Offense	City & State of the offense
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional Comments / Information

Signature of Applicant

Date

**Questions, please contact
Fax**

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