

Please note: HireRight is the new brand name for USIS Commercial Services and DAC Services.

REPORT REQUEST



USIS Consumer Report Request Form

PART I - OVERVIEW AND INSTRUCTIONS

Pursuant to applicable laws, you can use this USIS Consumer Report Request Form ("Form") to obtain a copy of information related to you in USIS' files. USIS recommends you submit your request in writing using this Form so that we are clear regarding the details of your request.

So that USIS can process your request in a timely manner, please closely review all instructions below, provide all information requested and then submit this Form to USIS along with all required information/documentation. You should also review the attached summary of rights document which explains your rights pursuant to the Fair Credit Reporting Act ("FCRA").

The information listed below is requested only for purposes of confirming your identity and USIS will not disclose such information to unauthorized recipients. If you have any questions regarding this Form or this process, please visit our Consumers web site at www.usis.com/consumers or contact our toll-free Consumer hotline by calling 800.381.0645. Unless otherwise instructed, USIS will send the report information via US Mail to your "current address" provided in Part II below.

PART II - CONSUMER INFORMATION

_____ - _____ - _____ - _____
Last Name First Name Middle Name Suffix (Sr., Jr., III)

_____ Maiden name or other name(s) used, if applicable

Social Security Number: _____ - _____ - _____ Date of Birth: _____

Driver's License Number: _____ State Where License was Issued: _____

Daytime Phone Number: _____ Alternate Phone Number: _____

_____ - _____ - _____ - _____
Current Address (incl. apartment #) City State Zip Code

_____ - _____ - _____ - _____
Previous Address* (incl. apartment #) City State Zip Code

* only required if you have lived at your current address for less than six months

PART III - REQUESTED CONSUMER REPORT INFORMATION

USIS is a consumer reporting agency as defined by the FCRA and may possess certain types of information about you as further described below. Please indicate the type(s) of information you are requesting by checking the appropriate boxes below. Keep in mind, it is possible that USIS may not possess the specific type of information you are requesting.

- CRIMINAL RECORD INFORMATION.**
- EMPLOYMENT HISTORY INFORMATION* (also known as "DAC Report" information).**
* generally only applies to individuals with a commercial driver's license (CDL)
- THEFT DATABASE INFORMATION.**

ALCOHOL/CONTROLLED SUBSTANCE TESTING HISTORY INFORMATION.

By checking this box, I request a copy of information in USIS' files related to my past alcohol/controlled substance test history provided by previous employers and/or companies with which I have applied for employment.

MOTOR VEHICLE REPORT INFORMATION.

Note - when requested by our customers, USIS obtains motor vehicle reports ("MVRs") and generally only maintains such information for a limited timeframe. Consequently, we may or may not have any MVR information related to a particular consumer at any given time.

CREDIT INFORMATION.

Note - when requested by our customers, USIS obtains credit reports from one or more of the three major credit bureaus identified below and generally only maintains such information for a limited timeframe. Consequently, we may or may not have any credit information related to a particular consumer at any given time. If you are seeking a copy of your credit information, you may also be entitled to a free copy by contacting the major credit bureaus. For more information, visit www.annualcreditreport.com, call 1.877.322.8228 or contact the individual credit bureaus using the following contact information:

Experian: 1.888.397.3742 - www.experian.com
Equifax: 1.800.525.6285 - www.equifax.com
TransUnion: 1.800.680.7289 - www.transunion.com

PREVIOUS REPORT RECIPIENT INFORMATION.

Identification of each person/entity that has received my consumer report from USIS: (i) for employment purposes, during the two year period preceding the date of this request; and (ii) for any other purpose, during the one year period preceding the date of this request.

OTHER INFORMATION.

Please provide as much detail as possible regarding any other information in USIS' files you are requesting: _____

PART IV – APPLICABLE CHARGES

Pursuant to applicable laws, you may be entitled to a free copy of your USIS consumer report information. Please review the options below and indicate which option applies to you (please check one box).

No Charge – I certify that I qualify for a copy of my consumer report information from USIS at no charge based on the reason(s) below (indicate applicable section(s)):

_____ Pursuant to the "FACT Act" amendments to the FCRA, consumers are entitled to one consumer report every twelve months at no charge. I have not obtained a free copy of my report from USIS pursuant to the FACT Act within the past twelve months.

_____ Within the past 60 days, I was notified that adverse action was taken against me based on information in my consumer report [note – adverse action generally refers to any action or inaction that is contrary to the interests of the consumer and that results from the use of a consumer report. Some examples include: not hiring, terminating, demoting, denying credit, offering credit on less favorable terms, canceling or denying insurance, increasing premiums, reducing coverage, denying rental application, requiring co-signer or deposit, increasing rent or deposit, etc.]

_____ I am a victim of identity theft and have placed a fraud alert in my consumer report file.

_____ My USIS consumer report file contains inaccurate information due to fraud.

- I am currently receiving public welfare assistance.
- I am currently unemployed and expect to apply for employment in the next 60 days.
- I am otherwise entitled to a free copy pursuant to my state's laws.

Charge – I do not qualify for a free copy of my report and I am including the FCRA statutory fee of \$10.00 (unless applicable state law provides for a different fee). Acceptable payment methods include personal check, money order and cashier's check. **Please do not send cash or coins.**

PART V – DISCLOSURE TO THIRD-PARTIES

Complete this section only if you are directing USIS to provide your consumer report information to a third-party (someone other than yourself).

By checking this box, I authorize USIS to disclose my consumer report information requested above to the following third-party:

How is this third-party associated with you (attorney, relative, etc.)? _____

First Name	Last Name	Suffix (Sr., Jr., III)
Company Name (if applicable)	Title (if applicable)	
Mailing Address (incl. apartment #)	City	State Zip Code

PART VI – CONSUMER'S CERTIFICATION AND AUTHORIZATION

THE FAIR CREDIT REPORTING ACT PROVIDES CRIMINAL AND CIVIL PENALTIES FOR PERSONS IMPROPERLY OBTAINING CONSUMER REPORT INFORMATION FROM CONSUMER REPORTING AGENCIES SUCH AS USIS.

Pursuant to the Fair Credit Reporting Act and other applicable laws, I authorize USIS to provide me with the information it currently possesses pertaining to me – as specifically designated in this Form.

By submitting this Form, I certify to USIS that: (i) I am the consumer identified in Part II of this Form; (ii) all information provided herein is complete and accurate; (iii) prior to signing this Form I was given an opportunity to ask questions and to have those questions answered to my satisfaction; and (iv) I understand I may be subject to criminal and civil fines and penalties if any of the information provided herein is false or misleading.

Signature: _____

Printed Name: _____ Date: _____

Before proceeding, please ensure you have done the following:

- ✓ supplied all information requested in this Form; and
- ✓ included any applicable payment as specified in Part IV of this Form

Then send the completed Form and enclosures to:

USIS Commercial Services, Inc.
ATTN: Consumer File Disclosure
PO Box 33181
Tulsa, OK 74153

USIS will generally provide your report information within fifteen days after our receipt of the completed Form and all necessary enclosures.

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

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.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **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 identify 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, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit 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 real 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.ftc.gov/credit 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 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.ftc.gov/credit.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051