

# **CALIFORNIA INVESTIGATIVE CONSUMER REPORT DISCLOSURE DOCUMENT**

**If you live or are applying to work for \_\_\_\_\_ (the “Company”) in California, read the information below. Proceed to the next document if you do not live in, and are not applying to work in, California.**

The Company may order an investigative consumer report on you from an investigative consumer reporting agency in connection with your application for employment, and if you are hired, may order additional such reports on you from an investigative consumer reporting agency for employment purposes. Such reports may contain information about your character, general reputation, personal characteristics, and mode of living. As allowed by law, the reports may contain information regarding the following: criminal history; driving records; verification of your employment history, licenses, credentials and education; credit reports and history; government watch lists; address history; Social Security number validation; and other background checks.

The investigative consumer reporting agency is Identify Background Checks (“Identify”) P.O. Box 462 Corsicana, Texas 75151; telephone number 800-324-6475; website [www.IdentifyBackgroundChecks.com](http://www.IdentifyBackgroundChecks.com) (which has its privacy policy).

## **SUMMARY OF RIGHTS UNDER CIVIL CODE SECTION 1786.22**

**(a)** An investigative consumer reporting agency shall supply files and information required under Section 1786.10 during normal business hours and on reasonable notice.

**(b)** Files maintained on a consumer shall be made available for the consumer’s visual inspection, as follows:

**(1)** In person, if he or she appears in person and furnishes proper identification. A copy of his or her file shall be available to the consumer for a fee not to exceed the costs of duplication services provided.

**(2)** By certified mail, if he or she makes a written request, with proper identification, for copies to be sent to a specified addressee. Investigative consumer reporting agencies complying with requests for certified mailings under this section shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the investigative consumer reporting agencies.

**(3)** A summary of all information contained in files on a consumer and required to be provided by Section 1786.10 shall be provided by telephone, if the consumer has 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 the consumer.

**(c)** The term “proper identification” as used in subdivision (b) shall mean that information generally deemed sufficient to identify a person. Such information includes documents such as a valid driver’s license, social security account number, military identification card, and credit cards. Only if the consumer is unable to reasonably identify himself or herself with the information described above, may an investigative consumer reporting agency require additional information concerning the consumer’s employment and personal or family history in order to verify his or her identity.

**(d)** The investigative consumer reporting agency shall provide trained personnel to explain to the consumer any information furnished to him or her pursuant to Section 1786.10.

**(e)** The investigative consumer reporting agency shall provide a written explanation of any coded information contained in files maintained on a consumer. This written explanation shall be distributed whenever a file is provided to a consumer for visual inspection as required under Section 1786.22.

**(f)** The consumer shall be permitted to be accompanied by one other person, who shall furnish reasonable identification. An investigative consumer reporting agency may require the consumer to furnish a written statement authorizing the consumer reporting agency to discuss the consumer’s file in such person’s presence.