

FCRA Compliance Agreement

_____ does hereby certify the following
(Company Name)

When using the information for employment purposes that you provide, we will:

- Disclose to the applicant that a consumer report will be ordered
- Obtain written consent before ordering any reports
- Show the reports to the applicant before denying the job or taking any other adverse action
- Provide the applicant with the “Summary of Rights” notice
- Not violate any applicable federal or state **Equal Employment Opportunity Law** or regulation

*When refusing to hire someone based in whole or is part on information provided by **Durham & Associates** we will:*

- Notify the applicant of the “adverse action”
- Provide to the applicant a “Dear Applicant” information letter
- Explain that *Durham & Associates* did not make the adverse decision and can not provide the reason for the adverse decision
- Notify the applicant of the right to a free report and the right to dispute the record (through *Durham & Associates* services) within 60 days

Amendment to Agreement

The undersigned agrees to abide by the *Fair Credit Reporting Act* as amended, effective September 30, 1997.

<i>Please Print of Type</i>	
_____	_____
Company Name	Date
_____	_____
Your Name & Position or Title	Signature

Sign and return this form to **Durham & Associates** by:

Mail - *Durham & Associates, Inc.*, 1266 W Paces Ferry Road NW, Suite 589, Atlanta GA 30327

Fax - (770) 451 7944 / (877) 287 9244 [toll free]

Email - info@durham-assoc.com