

# DURHAM & ASSOCIATES, INC.

## SERVICE REQUEST SHEET

### CLIENT INFORMATION

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

**Applicant** \_\_\_\_\_

### SERVICES REQUESTED

**\*\*\*\*PLEASE PRINT CLEARLY\*\*\*\***

\_\_\_ Social Security Number Trace / Verify

\_\_\_ Credit Report

\_\_\_ Motor Vehicle Report: (State / DL #) \_\_\_\_\_

\_\_\_ Criminal Records Search: Location(s) ALL FOUND \_\_\_ or specify below \_\_\_\_\_:

State(s): \_\_\_\_\_

County(s): \_\_\_\_\_

City(s): \_\_\_\_\_

Federal: \_\_\_\_\_

Sex Offender: \_\_\_\_\_

International: \_\_\_\_\_  
(specify country and location within country (province, region, city))

\_\_\_ Civil Records Search: Location(s) ALL FOUND \_\_\_ or specify below \_\_\_\_\_:

State(s): \_\_\_\_\_

County(s): \_\_\_\_\_

City(s): \_\_\_\_\_

\_\_\_ Education Verification

\_\_\_ Past Work History Verified

\_\_\_ Substance Abuse Screening

**FAX: (770) 451 7944 (Local) or (877) 287 9244 (Toll Free)**

**EMAIL: orders@durham-assoc.com**

## Notice and Authorization Pre-Employment Inquiry Release

I hereby consent and authorize *Durham & Associates, Inc.*, (D&A), 1266 W Paces Ferry Road NW, Suite 589, Atlanta, Georgia 30327, (800) 975 0865 to prepare a consumer report including but not limited to obtaining information as to my credit worthiness, credit standing, character, general reputation, credit capacity, personal characteristics and mode of living. This report may include claims involving me in the files of insurance companies and involve personal interviews with sources such as neighbors, friends, associates, past employers and educational institutions. Public records may be used in this report, such as civil and criminal records, driving records, liens, judgments and bankruptcies that are deemed to have a bearing on my job performance.

***I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY D&A, TO FURNISH THE ABOVE-MENTIONED INFORMATION.***

Upon presentation of proper identification, I have the right to request the nature and substance of all information in your or your agent's files on me, including the sources of information. If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for you to procure consumer reports at any time during my employment (or contract period).

**\*\*\*\*PLEASE PRINT CLEARLY\*\*\*\***

Prospective Employer \_\_\_\_\_

Print Name (Applicant) \_\_\_\_\_

Maiden Name (or other names used by applicant) \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Street # \_\_\_\_\_ Name \_\_\_\_\_ Apt # \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security No. \_\_\_\_\_

Date of Birth\* \_\_\_\_\_ Gender\* \_\_\_\_\_ Male \_\_\_\_\_ Female

Driver's License No. \_\_\_\_\_ State of Issue \_\_\_\_\_

**\_\_\_\_ California, Minnesota and Oklahoma applicants only: Please check here if you wish to have a copy of your consumer report sent directly to you at the address listed above.**

(\*) Date of Birth and Gender is requested only for identification purposes to obtain accurate retrieval of records.

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