

## Request for Consumer Report Information

### Part 1: Disclosure and Consent to Request Consumer Report Information

I understand that the Administrative Office of the United States Courts will obtain one or more consumer/credit reports about me in connection with my application for employment or in the course of my employment with the federal government.

I understand a consumer reporting agency's investigation may include obtaining information covering up to the last seven years<sup>1</sup> regarding my credit background, civil judgments and liens.

I understand such information may be obtained by direct or indirect contact with financial institutions, landlords and public agencies or other persons who may have such knowledge.

I also understand that before the appointing officer,<sup>2</sup> or his or her designee, takes any adverse employment action based, in whole or in part, on information obtained in the report, I will be provided a copy of the report and a description in writing of my rights under the Fair Credit Reporting Act. Such adverse action includes but is not limited to denial of employment, promotion, demotion or discipline up to and including discharge.

I understand if I disagree with the accuracy of any information in the report, I must notify the appointing officer, or his or her designee, within two business days of my receipt of the report. If I notify the appointing officer, or his or her designee, within two business days of the receipt of the report that I am challenging information in the report, the appointing officer, or his or her designee, will not make a final decision on my employment status until after I have had a reasonable opportunity to address the information contained in the report.

I, \_\_\_\_\_ hereby consent to this investigation and  
*Full Name (Type or Print Legibly)*

authorize the Administrative Office of the United States Courts to obtain such report(s) from any consumer/credit reporting agency for employment or in the course of my employment with the federal government.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Social Security Number*

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<sup>1</sup>Pursuant to 15 U.S.C., §1681c(b), information relating back longer than seven years may be obtained with regard to those individuals employed or who may reasonably expect to be employed at an annual salary of \$75,000.

<sup>2</sup>The appointing officer for U.S. Probation Officers is the District Court.

## Request for Consumer Report Information

### Part 2: Biographical Information for Credit Check

*Note: This page only to be completed for optional credit check for sensitive positions. Individuals undergoing full OPM background investigation only need to complete Part 1).*

Full Name of Applicant/Employee:

\_\_\_\_\_

First	Middle	Last*
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\*Indicate Generation if applicable (Sr., Jr., II, III, etc).

Social Security Number: \_\_\_\_\_

Other Names Used (including maiden name): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

*Month/Day/Year*

Complete Address: \_\_\_\_\_

*Street number and name*

\_\_\_\_\_

*City, State and Zip Code*

Previous Address  
(if at current address less than 2 years): \_\_\_\_\_

*Street number and name*

\_\_\_\_\_

*City, State and Zip Code*