Request for Sterling Background Check

By submitting this cover sheet to Sterling, I certify on behalf of the end user requesting the report to the following: I am requesting this background check for an employment purpose as defined in the FCRA; that the applicant has received a clear and conspicuous disclosure in a document consisting solely of the disclosure that a consumer report may be requested and used for employment purposes, and the applicant has authorized in writing that a background report may be requested by Sterling (“Sterling”). Further, in using a report for employment purposes, I certify that information from the consumer report will not be used in violation of any applicable Federal or State equal employment opportunity law or regulation; and, before taking any adverse action based in whole or in part on the report, the end user will provide to the consumer or authorize Sterling on the end user’s behalf to provide to the consumer to whom the report relates: a pre-adverse action letter, a copy of the report, a copy of the Summary of Consumer Rights and any applicable state summary of rights; and provide the individual with a reasonable opportunity of time to correct any erroneous information contained in the report (and provide Sterling’s name and contact information) and if the individual is ultimately disqualified, provide an Adverse Action letter, including the statutorily required notices identified in Section 615 of the Fair Credit Reporting Act [15 U.S.C. § 1681m] and applicable state and local law.

**\*Please include the applicant’s Disclosure and Authorization form with your transmission.**

**\*Please submit a separate coversheet for each applicant.**

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| **To: Sterling Order Creation Department** | | **Fax: 1-866-226-6588 or 1-866-943-7550**  **Email:** [absoorders@sterlingcheck.com](mailto:absoorders@sterlingcheck.com) | |
| **Cust ID:** |  | **Account ID:** |  |
| **Company Name:** |  | **Requestor Name:** |  |
| **Your Phone#** |  | **Your Fax #** |  |
| **Job Position:** |  | **Applicant’s Projected Salary** |  | |
| **Bill Code:** |  |

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| **Services/Packages to Be Ordered** | |
| ***Profile Name:*** | ***Services:*** |
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| **Jurisdiction Specific Counties/State/Federal Searches to Run (If Any)** |
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| **A LA CARTE Options** | | |
| ***Product Name:*** | ***Select*** | ***Product Name:*** |
| **Data Entry/Order Entry – Fee: $10.00** |  |  |
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| **# Pages in Fax:** |