



Policy 4.15 – Background Check Disclosure and Authorization Form

Section 1: Disclosure

This Background Check Disclosure and Authorization form, which you should read carefully, has been provided to you because The Ohio State University may obtain consumer reports and/or investigative consumer reports on you from a consumer reporting agency called First Advantage at P.O. Box 105292, Atlanta, GA 30348 and 800-845-6004 and <https://www.fadv.com/>. The Ohio State University will use any such reports solely in connection with your employment, volunteer position, or contractor position, as applicable. These reports may be obtained at any time after receipt of your authorization and, if you are hired by The Ohio State University, throughout the duration of your employment, volunteer status, or contractor position, as applicable.

Reports on you will be obtained by a background check vendor and provided to The Ohio State University. An investigative consumer report may contain information about your character, general reputation, personal characteristics, and mode of living. Consumer reports may include, but not be limited to, Social Security Number verification, criminal records checks, public court records checks, driving records checks, educational records checks, verification of employment positions held, credit reports, workers' compensation records (only post-offer), personal and professional references checks, licensing and certification checks, etc. The information contained in these reports may be obtained by the vendor from private and/or public record sources, including sources identified by you.

If an investigative consumer report is obtained, you have the right to request, in writing, a complete and accurate disclosure of the nature and scope of any investigative consumer reports as well as an additional written summary of your rights under the Fair Credit Reporting Act by making such request in writing within a reasonable period of time to the Ohio State University. If you so request, you will be provided that information no later than five (5) days after we receive your written request or no later than five (5) days after the date on which we request the investigative consumer report, whichever is later.

Please complete and sign the Authorization section on the next page, authorizing any party including, but not limited to, employers, law enforcement agencies, state agencies, institutions and private information bureaus or repositories, to furnish any or all of the information described above.

Policy 4.15 – Background Check Disclosure and Authorization Form

Section 2: Authorization

I have carefully read and understand the Background Check Disclosure and Authorization form provided by The Ohio State University. By my signature below, I authorize The Ohio State University to obtain a consumer report and/or an investigative consumer report about me in order to consider me for employment, volunteer, or contractor purposes, as applicable. To this end, I hereby authorize, without reservation, any state or federal law enforcement agency or court, educational institution, motor vehicle record agency, credit bureau or other information service bureau or data repository, or employer to furnish any and all information regarding me to First Advantage and/or The Ohio State University itself and authorize First Advantage to provide such information to The Ohio State University. If hired, I understand that this authorization shall remain on file and shall serve as ongoing authorization for The Ohio State University to procure consumer reports or investigative consumer reports, upon proper notice, at any time during the duration of my employment, volunteer or contractor period, as applicable.

I acknowledge receipt of the summary of my rights under the Fair Credit Reporting Act and, as required by law, any related state summary of rights (collectively, “Summaries of Rights”).

I acknowledge that this Background Check Disclosure and Authorization form, in original, faxed, photocopied, or electronic form, will be valid for any reports that may be requested by The Ohio State University through First Advantage.

The following is my complete and legal name, and all information is true and correct to the best of my knowledge. I am aware also that I may be asked to complete the [Background Check Disclosure and Application Form](#) if additional information is required.

Printed Name

Signature

Date (mm/dd/yyyy)