



BACKGROUND CHECK RELEASE FORM (COVER SHEET - EMPLOYER USE ONLY)

Property of Background Bureau Inc 2019 Alexandria Pike Highland Heights, KY 41076 Need help? 800-854-3990

FAX RELEASE FORMS TO: 859-781-5888

EMAIL: order@backgroundbureau.com

Client: Rookwood Properties Attn: Lynn Johnson

RETURN via: ljohnson@rookwoodproperties.com

PER FCRA: 1) Signing this release authorizes a background check. 2) You may not be offered a position based on it. 3) Your employer will advise you if that's their intention. You can review the report and dispute errors prior to the official turndown.

Social Security #: Gender: Race: Date of Birth (only used to ensure accuracy of records)

Driver's License Number: State Expiration Date

Names: Last: First: Middle:

Other names used in 7 years:

Address history:(7 years history)

Present: City State Zip Code County Years

Prior: City State Zip Code County Years

Conviction History: List all convictions including traffic: Please indicate "TR" for Traffic, "M" for misdemeanor, and "F" for felony:

Table with 4 columns: Year of offense, Offense, Where occurred - City, State, County, Level - TR, M, F

I hereby authorize the release to Rookwood Properties and Background Bureau, Inc., (BBI) an independent pre-employment screening agency, of any information held by any parties regarding my prior employment, criminal, credit, driving, workers comp. and educational history as well as information regarding my general character and reputation for employment purposes.

I authorize and request any federal, state, or local agency, college/university, former employer, and other persons to provide information or records concerning my military records, character, employment, credit history, motor vehicle history, drug test results, academic records, licenses and certifications, or any other information requested by BBI.

I understand that any consumer report or investigative consumer report will be used only for a permissible purpose under the Fair Credit Reporting Act (FCRA). Those purposes include evaluation for employment, promotion, reassignment, or retention as an employee.

I acknowledge my right to request from BBI, subject to identification verification, the nature, and scope of all information in its files concerning my background at the time of my request, including sources of information, and the recipients of any reports about me which BBI has furnished within the two-year period preceding my request.

I agree falsification may make me ineligible for employment or subject to immediate dismissal if hired. I further acknowledge that BBI is relying on third-party information and is unable to guarantee the accuracy of the data reported to it.

Signed Dated CA, OK, MN, NY Residents: Check here to receive report.

SPECIFY OTHER RESEARCH WANTED:

- County All Prior Counties Alias/Maiden Name Multistate Ident trace Credit MVR Federal KY Pre-Trial OH Comp GBI FDLE Level 1 Level 2 Level 3 Employment: Verify/ Investigate Verify Education Verify License OFAC Civil E-Verify Sex Offender Multi-County Plus Workers Comp, specify state(s)