



Mountain States  
Employers Council, Inc.<sup>™</sup>

P.O. Box 539  
Employment Law • HR • Training • Surveys  
Denver, Colorado 80201-0539  
Telephone 303.839.5177  
Toll Free 800.884.1328

Pre-Employment Screening is a "for fee" service of  
MSEC provided through Employers Council Services, a  
wholly owned subsidiary of MSEC.

## VERIFICATION ORDER FORM

Print Clearly

Member Name ESS Metron		Member # 3881
Member Mailing Address City/State/Zip	1501 West Third Ave. Denver, CO 80223	
Attention Nancy Condon	E-mail address ncondon@3ssmetron.com	
Phone 303-592-1903 X301	Fax 303-592-1542	Date sent to MSEC
Please Check Report Delivery Preference: <input type="checkbox"/> email <input type="checkbox"/> call <input type="checkbox"/> fax <input type="checkbox"/> mail		

**Note: To submit order on-line contact**

**lkinter@msec.org for a user id & password.**

**Complete & Fax to 303 861 5738 or Email to lkinter@msec.org or submit on-line at <https://msec.instascreen.net>**

Search can be done using current <i>and</i> other name(s) previously used, such as maiden names, aliases and nicknames. <b>Middle:</b> <b>Last:</b>  <b>Previous Alias:</b>	<b>First:</b>	Date of Birth
		Social Security Number
		Telephone
Applicants Current Address City/State/Zip		
Job Applied For		
Drivers License Number	State Driver's License Issued	Type
Attached with this request: <input type="checkbox"/> Disclosure & Authorization <input type="checkbox"/> Application <input type="checkbox"/> Other:		

**Please check boxes for requested screenings:**

\* Birthdate & SSN needed to confirm identity

<b>A</b> <input type="checkbox"/> Seven year <b>Statewide County</b> Colorado Criminal* <i>Includes Felony &amp; Misdemeanor Records in All CO Counties</i>	<b>G</b> <input type="checkbox"/> Education Verification* _____ List Institution / City / State _____ Degree / Date
<b>B</b> <input type="checkbox"/> Seven year <b>Statewide County</b> Criminal <b>Outside Colorado</b> * <i>Not Available in all States</i> _____ List state	
<b>C</b> <input type="checkbox"/> Seven year Other State Criminal - search is done on an <b>individual COUNTY</b> basis <i>outside Colorado</i> * _____ List city & state	
<b>D</b> <input type="checkbox"/> Seven Year Federal Criminal* _____ List state	
<b>E</b> <input type="checkbox"/> Employment Verification* <b>Contact Current Employer?</b> _____	
<b>F</b> <input type="checkbox"/> Trak Report* <input type="checkbox"/> <b>EXPANDED</b> Trak Report*	
	<b>H</b> <input type="checkbox"/> Motor Vehicle* State _____ Lic. # _____
	<b>I</b> <input type="checkbox"/> Professional References <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
	<b>J</b> <input type="checkbox"/> Personal References <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
	<b>K</b> <input type="checkbox"/> Other

Incomplete information may result in a report delay.

Orders received after three p.m. will be treated as next day business.

- \* Please Check Box for Employment Drug and Alcohol Testing Information
- \* Please Check Box for Pre-Employment Skills Testing & Behavioral Assessment Information

## FAIR CREDIT REPORTING ACT

### DISCLOSURE REGARDING BACKGROUND INVESTIGATION

As an applicant for employment or a current employee of **ESSMetron**, you are a consumer with rights under the Fair Credit Reporting Act. In the event any of the following circumstances exist, **ESSMetron**, choose to obtain and use information contained in either a consumer report or an investigative consumer report from a consumer reporting agency about you when: (1) considering your application for employment, (2) making a decision whether to offer you employment, (3) deciding whether to continue your employment (if you are hired), or (4) making other employment-related decisions directly affecting you.

Our *consumer reporting agency* is Mountain States Employers Council, Inc. at PO Box 539, Denver, CO 80201, toll free 800.884.1328, which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer information on consumers for the purpose of furnishing consumer reports to others, such as **ESSMetron**.

A *consumer report* means any written, oral or other communication of any information by a consumer reporting agency bearing on your character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for employment purposes.

An *investigative consumer report* means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, or associates reported on or with others with whom you are acquainted or who may have knowledge concerning any such items of information.

In the event an investigative consumer report is prepared, you may request additional disclosures regarding the nature and scope of the investigation requested as well as a written summary of your rights under the Fair Credit Reporting Act.

**NOTE: Please send Page 1 and 2 of FCRA Disclosure & Authorization to MSEC when submitting a screening order.**

## AUTHORIZATION REGARDING BACKGROUND INVESTIGATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of these documents.

**ESSMetron** ("the Company") may obtain information about you for employment purposes from the following consumer reporting agency ("the Agency"), Mountain States Employers Council, Inc., PO Box 539, Denver, CO 80201, toll free 800-884-1328.

By signing below, I hereby voluntarily authorize **ESSMetron**, to obtain either a consumer report or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my employment at **ESSMetron**. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above.

I voluntarily authorize all persons, including current and former employers and supervisors, educational institutions, law enforcement agencies, motor vehicle departments, and municipal, state, and federal courts to release information they may have about me to **ESSMetron**. I understand that if I am employed by **ESSMetron**, this authorization shall remain in effect throughout my employment. This report may be delivered in either written or electronic form.

**California applicants or employees only:**

Please check this box if you would like to receive a copy of an investigative consumer report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law. By signing below you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW.

**Massachusetts, and New Jersey applicants or employees only:**

You have the right to inspect and promptly receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly.

**Minnesota applicants or employees only:**

You have the right, upon written request to the Agency, to receive a complete and accurate disclosure of the nature and scope of any consumer report. The Agency must make this disclosure within five days of receipt of your request or of the Company's request for the report, whichever is later. Please check the box if you would like to receive a copy of a consumer report if one is obtained by the Company.

**New York applicants or employees only:**

You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

**Oklahoma applicants or employees only:**

Please check this box if you would like to receive a copy of any report if one is obtained by the Company.

**Pennsylvania applicants or employees only:**

By signing below you acknowledge that consideration of a criminal record will be tailored to the requirements of the job.

**Washington applicants or employees only:**

You have the right to receive a complete and accurate disclosure of the nature and scope of any investigative consumer report as well as a written summary of your rights and remedies under Washington law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Email Address

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

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

*NOTE: Please send Page 1 and 2 of FCRA Disclosure & Authorization to MSEC when submitting a screening order.*