

Section I: Consumer Information

(Please complete all fields except as noted.)

Full Name: First: _____ Middle: _____ Last: _____

(Check one if applicable): Jr. Sr.

Date of Birth: _____ **Social Security Number:** _____ - _____ - _____

Full Current Address: *(Information will be mailed to this address)*

Street Address: _____ Apt. #: _____

City: _____ State: _____ Zip: _____

Phone Numbers (Optional):

Home: _____ - _____ Work: _____ - _____ Mobile: _____ - _____
(Area Code) (Number) (Area Code) (Number) (Area Code) (Number)

Current Email Address (Optional): _____

The results of your dispute reinvestigation will be sent to the company that made the original request.

Check here to have the results of your dispute reinvestigation delivered via email to the address specified above.

Section II: Disputed Information

You may include supporting documentation – i.e. expungement papers or other court documents to support your dispute. Per the Fair Credit Reporting Act (FCRA), reinvestigations of disputes may take up to 30 days.

Provide a description of the item(s) that you are disputing.

Section III: Authorization Release

Please complete and sign the following release to authorize the reinvestigation.

I, _____ authorize the release of any information to Edify Administration Professionals, Inc. and its agents, pertaining to my background check for volunteering/ employment / residency in the course of the reinvestigation that I have requested.

Signature: _____

Date: _____

Please mail, fax, or e-mail this completed form to:

Edify Administration Professionals, Inc.

Attn: Compliance Department

PO Box 35141 Greensboro, NC 27425

Phone: 888-885-5280

Fax: 206-338-4463

E-Mail: support@edifyscreening.com

Important Consumer Information

Upon receipt of the properly completed Reinvestigation Request form EDIFY will complete the investigation of this dispute.

In accordance with Federal law, EDIFY has 30 days from the receipt of the properly completed documentation to complete the reinvestigation. *(This period may be extended by an additional 15 days if you provide information relevant to the investigation).*

Upon completion of the reinvestigation you will receive a letter comprised of the following information:

- The company (including name and business address) that requested your consumer report
- The date the company requested your consumer report
- The source of the records found in your consumer report
- A statement indicating the reinvestigation has been completed
- A copy of your consumer report based on the results of the reinvestigation
- Notification that, upon request, you have a right to obtain a description of the procedure used to determine the accuracy and completeness of the file.
- Notification that, upon request, you have a right to have notifications sent to any company that has viewed your record through EDIFY within the last 2 years for employment purposes or the last 6 months for any purpose.
- Notification that you have the right to add a brief and concise statement to the file disputing the accuracy of the information if the reinvestigation does not resolve your dispute.

If you have any questions or concerns in the interim, please contact EDIFY's Compliance Department at 888-885-5280.