



HOW TO DISPUTE INFORMATION IN YOUR BACKGROUND CHECK REPORT

1. COMPLETE THE REINVESTIGATION REQUEST FORM (ON PAGE 2)

When you are explaining your concerns, please try to be as precise as possible about why you believe the disputed element (or elements) is inaccurate or incomplete.

2. ATTACH ANY SUPPORTING DOCUMENTATION (OPTIONAL)

If you have supporting documentation (e.g., a court expungement letter, proof of degree, etc.) be sure to include a copy with your form. Your detailed explanation and/or supporting documentation could help to expedite the reinvestigation process and resolve your dispute more quickly.

3. SUBMIT THE REINVESTIGATION REQUEST FORM & ANY SUPPORTING DOCUMENTATION

When submitting the Reinvestigation Request Form, you can send it to us via email, fax, or mail. For supporting documentation please be sure it relates to the information you are disputing and contains identifying information that can be related back to you.

Email: disputes@edifyscreening.com

Fax: 336-450-4022

Ph: 1-888-503-3439

Mon - Fri: 9am - 6pm EST

Mailing Address:

Edify Background Screening

PO Box 35141

Greensboro, NC 27425

4. ANY NECESSARY CHANGES WILL BE MADE IN 30 DAYS*

EDIFY will investigate your results free of charge and make any necessary changes within 30 days of receiving this form. If you are disputing information in a background check that was run by an employer, they will be notified that you have filed a dispute.

*In some cases, the Fair Credit Reporting Act provides EDIFY a 45-day window to complete your dispute reinvestigation. If your reinvestigation is not complete in 30 days, please feel free to reach out to EDIFY for additional information.

[Click here to learn more about your rights under the FCRA](#)

REINVESTIGATION REQUEST FORM

Your Full Legal Name	Email Address

Address (the physical address used to run your background check)

City	State	Zip

Employer Who Ran the Background Check (optional)	Date of the Background Check

Please List Element(s) That You Are Disputing

Tell Us About Your Concern(s) (Please be as precise as possible)

Check to Consent: When the dispute has been completed and info has either been removed, modified, or no changes, I consent to receiving that correspondence electronically. If you do not provide authorization, we will send your notice by regular mail. This can result in delayed communication.

Signature