

Dear Applicant:

Due to the fact the Northwestern Regional Adult Detention Center (NRADC) conducts a background investigation on perspective employees that includes a credit inquiry; we are required by the Fair Credit Reporting Act to inform you of the following:

1. The name of the agency that will conduct the credit search for the jail:

Transunion
2 Baldwin Place
P.O. Box 1000
Chester, PA

(800) 888-4213

2. Authorization must be provided by you in writing prior to the Jail requesting the credit information.
3. If any adverse information exists in the credit report that may have the potential to affect your employment opportunity, the Regional Jail will give you a copy of the information and a copy of a Consumer Rights Statements.
4. You should also be aware that the CFW Credit Bureau does not make any decisions regarding a candidate's perspective employment with the Regional Jail nor do they make any recommendations to us that would affect our employment determination. Therefore, the CFW Credit Bureau will not be able to respond to any inquiries into your candidacy for employment with us.
5. You may obtain a free copy of the report from the credit bureau, if you make the request within 60 days.
6. You also have the right to dispute the accuracy or completeness of any information in the consumer report through the agency noted above.

Please complete the attached "Authorization for Disclosure of Consumer Reports", have it notarized and mail it back to us in the enclosed envelope. We will continue with this phase of our background investigation once the Authorization for Disclosure is returned.

Sincerely,

Paula Nofsinger
Human Resources Department
County of Frederick, Virginia

County of Frederick
107 N. Kent Street
Winchester, VA 22601

AUTHORIZATION FOR DISCLOSURE OF CONSUMER REPORTS

In processing my application for employment, I hereby authorize the County of Frederick, Virginia, to procure or have prepared consumer reports and/or investigative consumer reports about me. I understand that, in connection with investigative consumer reports, information may be obtained through personal interviews with my neighbors, associates, or others with whom I am acquainted regarding my character, general reputation, personal characteristics, and mode of living.

I understand that the County of Frederick, Virginia, will inform me whether a consumer report was requested and, if so, of the name and address of the consumer reporting agency that furnished the report. I further understand that, if I am granted employment, companies affiliated with it may subsequently, from time to time, request consumer reports, other than investigative consumer reports, in connection with my employment.

APPLICANT – SIGN ONLY IN THE PRESENCE OF A NOTARY

Applicant's Signature Date

NOTARY

on this date (print) applicant's full name

Personally appeared before me and acknowledged his/her signature to the above statement.

In the State of _____ County/City of _____

Notary Public's Signature

My commission expires _____ day _____ month _____ year