

[PLEASE NOTE: THIS IS A SAMPLE TEMPLATE DISCLOSURE/AUTHORIZATION PROCESS ONLY, AND IT SHOULD NOT BE CONSTRUED AS LEGAL ADVICE. YOU SHOULD CONSULT WITH COUNSEL TO CONFIRM THAT YOUR DISCLOSURE AND AUTHORIZATION PROCESS COMPLIES WITH APPLICABLE FEDERAL, STATE, AND LOCAL LAWS.]

NOTICE REGARDING CREDIT REPORT PURSUANT TO COLORADO LAW

Enter Client Name (“the Company”) intends to obtain “consumer credit information” about you from a consumer reporting agency for employment purposes. Such reports may include information about your character, general reputation, personal characteristics, and/or mode of living. The results of the reports obtained by the Company may be used as a factor in making employment decisions. The source of any credit report will be SecureSearch, 558 Castle Pines Parkway, Castle Rock, Colorado 80108; Phone: (866) 891-1954; Website: <https://www.securesearchpro.com/>.

The Company intends to obtain a credit report on you because such a report is substantially job-related, as specified below (see check marks):

- The job for which you are applying (or if current employee, already occupy) is an executive, management, or officer position, or qualifies as professional staff to executive and management personnel, and the position involves one or more of the following:
 - Setting the direction or control of a business or a department, division, unit or agency; or
 - A fiduciary responsibility to the employer; or
 - Access to customers’, employees’, or the employer's personal or financial information other than information customarily provided in a retail transaction; or
 - Authority to issue payments, collect debts, or enter into contracts.
- The job for which you are applying (or if current employee, already occupy) involves contracts with defense, intelligence, national security or space agencies of the federal government.
- The job for which you are applying (or if current employee, already occupy) is with a bank or financial institution.

Applicant/Employee: Please sign and date this form below to acknowledge that you received and understood it and to provide consent for the Company to obtain credit information about you from a consumer reporting agency.

Signature _____

Date _____