

Background Check Disclosure & Authorization Form

As a condition of employment, Texas Tech University System and its components require pre-employment background checks on new employees. Current employees, who are selected from promotion or reclassification including direct appointments, require a new background check prior to the promotion or reclassification becoming effective. All background checks will include a criminal check, and may include a credit check, drug and alcohol test, and/or fingerprinting as determined by each position.

Pre-Employ.com, Inc. will obtain reports for Texas Tech University. Pre-Employ.com, Inc. is located at 2301 Balls Ferry Road, Anderson, California 96007, and can be contacted at 800-300-1821. The reports may contain information bearing on your character, general reputation, personal characteristics, and mode of living. The types of information that may be obtained include, but are not limited to the following:

- Social Security Number Verifications
- Criminal Records Check
- Public Court Records Checks
- Driving Records Checks
- Licensing and Certification Records Checks
- Sex Offender Registration
- Credit Check

A summary of your rights under the Fair Credit Reporting Act will be provided to you. You may request more information about the nature and scope of any investigative consumer reports by contacting:

TTU HUMAN RESOURCES
BOX 41093 LUBBOCK, TX 79409-1093
Telephone: (806) 742-3851

Applicant Instructions:

Please make every effort to accurately provide all of the information requested on the authorization form. The hiring manager or a member of Human Resources may contact you for additional information during the verification process. Failure to provide requested information in a timely manner may prolong or halt your application from being processed.

ATTENTION DEPARTMENT:

Effective September 1st, 2012, a discounted basic background check will be offered for student assistants, graduate assistants, and teaching assistants, which is run at the discretion of the hiring department. This does not pertain to any student worker positions that hold a security sensitive level I or II, as stated in OP 70.20. These positions will need to continue to have a regular comprehensive criminal background check run on them upon hire. Please review the list below to assess if your student worker is a security sensitive level I or II and will need a comprehensive background check. For any questions, please feel free to contact Human Resources at 742-3851.

| Student Workers with Security Sensitive Level I or II | |
|---|---|
| Eligible TTU driver | Handles sensitive information (i.e. student and employee records) |
| Handles hazardous materials | Interacts with minors (i.e. camps) |

Section 1: Applicant Information & Authorization (Please print legibly or type)

Name:
First Middle Last

Social Security #: Date of Birth: Telephone #:

Address:
Street City State Zip

I have carefully read and understand this Disclosure and Authorization form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to the release of investigative reports prepared by a consumer reporting agency, such as Pre-Employ.com, Inc., to Texas Tech University and its designated representatives and agents. I understand that this information will be used to determine my eligibility for employment with Texas Tech University.

By my signature below, I certify the information I provided on this form is true and correct. I agree that this Disclosure and Authorization form in original, faxed, photocopied or electronic form, will be valid for any reports that may be requested by or on behalf of Texas Tech University.

California, Minnesota, or Oklahoma applicants only: Please check this box if you would like to receive (whenever you have such right under the applicable state law) a copy of your background report if one is obtained by you on the Company.

Applicant Signature Date

Section 2: Department Authorization

Applicant's Job Title: Projected Start Date:

Requesting Department: Telephone #:

Department Contact: Email:

| Type of Action: | Type of Report: | | Additional Reports: |
|---|----------------------------------|---|--|
| <input type="checkbox"/> New Hire <input type="checkbox"/> Reclassification | <u>Basic Report</u> | <u>Comprehensive Report</u> | <input type="checkbox"/> Credit Check (if requirement of position) |
| <input type="checkbox"/> Promotion <input type="checkbox"/> Internal Transfer | <input type="checkbox"/> Student | <input type="checkbox"/> Employee | |
| | | <input type="checkbox"/> Security Sensitive Volunteer | |
| | | <input type="checkbox"/> Security Sensitive Student (I or II) | |

Billing Information: CHART: _____ FUND: _____ ORGN: _____ PROG: _____

Account Name:

****ACCOUNT CODE is 7N3****
Billing will occur at the end of the following month.
Please ensure sufficient funds are in FOP listed above.

Finance Manager Signature Date

FOR HR USE ONLY: Entered _____ Results Received Return Notice Sent _____

Email Completed Form To: hr.backgroundcheck@ttu.edu

ara informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

You may have additional rights under Maine’s FCRA, Me. Rev. Stat. Ann. 10, Sec 1311 et seq.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

| TYPE OF BUSINESS: | CONTACT: |
|--|---|
| <p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:</p> | <p>a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20006</p> <p>b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p> |
| <p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p> | <p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p> |
| <p>3. Air carriers</p> | <p>Asst. General Counsel for Aviation Enforcement & Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20590</p> |
| <p>4. Creditors Subject to Surface Transportation Board</p> | <p>Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, DC 20423</p> |
| <p>5. Creditors Subject to Packers and Stockyards Act</p> | <p>Nearest Packers and Stockyards Administration area supervisor</p> |
| <p>6. Small Business Investment Companies</p> | <p>Associate Deputy Administrator for Capital Access United States Small Business Administration 406 Third Street, SW, 8th Floor Washington, DC 20416</p> |
| <p>7. Brokers and Dealers</p> | <p>Securities and Exchange Commission 100 F St NE Washington, DC 20549</p> |
| <p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p> | <p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p> |
| <p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p> | <p>FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p> |