

SAMPLE ADVERSE ACTION LETTER: *As the employer or user of consumer reports, it is your responsibility to ensure compliance with all of the relevant federal, state and local laws governing this area. We strongly recommend that prior to use, you consult with an attorney.*

ADVERSE ACTION NOTIFICATION

Date: _____

Applicant Name
Address 1
Address 2
City, State Zip

Dear Applicant:

We regret to inform you that based on our hiring criteria, we are unable to consider you further for an employment opportunity with our organization. This decision was made in part from the information we received from First Advantage, our employment screening vendor. First Advantage does not make these decisions and is unable to provide you with the specific reasons for them.

In accordance with the Fair Credit Reporting Act, you have previously received a copy of this information and a copy of your rights under the Act. You also have the right to obtain an additional free copy of the report within 60 days of your receipt of this letter by contacting the supplier at the addresses and telephone numbers below. Please refer to these documents if you have further questions. You have the right to dispute the accuracy or completeness of the information contained in the report(s) by contacting First Advantage or, if the report is a credit report, by contacting the credit bureau that furnished the report. The First Advantage forms for the reinvestigation can be found at <http://www.fadv.com/dispute/>.

If you do not have internet access, you may alternatively contact First Advantage by mail or telephone.

First Advantage
Attn: Compliance Department
P.O. Box 3367
Seminole, FL 33775-3367
(800) 321-4473, ext. 8

If the report is a credit bureau report, you may contact First Advantage or the credit bureau(s) that furnished the report:

Experian
www.experian.com
(888) 397-3742
P.O. Box 2350
Chatsworth, CA 91313

TransUnion – Consumer Relations
www.transunion.com/direct
(800) 888-4213
2 Baldwin Place
P.O. Box 1000
Chester, PA 19022

Equifax
www.equifax.com
(800) 685-1111
P.O. Box 740241
Atlanta, GA 30374-0241

Thank you for your interest in employment with our organization.

Regards,

Company Name