

**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

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. If the report is a credit bureau report, you may contact First Advantage or the credit bureau that furnished the report.

First Advantage  
805 Executive Center Drive West  
Suite 300  
St. Petersburg, FL 33702  
800.321.4473, ext. 8

Experian: Consumer Assistance, P.O. Box 2350, Chatsworth, CA 91313, 888.397.3742  
Equifax: P.O. Box 740241, Atlanta, GA 30374-0241, 800.685.1111  
TransUnion: P.O. Box 7000, North Olmstead, OH 44071, 800.888.4213

Any dispute regarding the information on your report must be resolved with the agencies above.

Thank you for your interest in employment with our organization.

Regards,