



PRE-ADVERSE ACTION LETTER

**You have signed a release authorizing a background check.
You were advised the employer might not wish to hire you based upon the report.
You have a right to see/receive the report and dispute items prior to turndown.
If you have a dispute, 5 days is considered the normal time frame to correct it.
If no action is taken, you may receive official notice of a turndown.
(The above applies when a turndown is based upon the report)**

Date:

Employer:

Dear applicant,

The employer named intends to not offer you employment based in whole or part upon the consumer background report we provided. A copy is attached.

If you wish to dispute any items, you may contact us or directly contact the source of the information, such as the credit bureau, courthouse or state repository where negative information was reported to us. It is normal an employer provides you a reasonable time (usually 5 days) to respond prior to official turndown.

We have no input into any hiring decisions made in your or anyone else's regard. We are simply a Consumer Reporting Agency that gathers and reports third party information. Neither we nor your employer create any information.

If you wish, please send a SASEnvelope, with your full name and address, your social security number and date of birth and a copy of your driver's licenser or other official photo I.D. Specify what information you are disputing, Mail to the address shown below.

**Background Bureau, Inc. Consumer Affairs
2019 Alexandria Pike Highland Heights, KY 41076**