



Compliance Addendum

In our continuing efforts to keep our customers up to date and informed of the changes in Federal and State Laws as well as significant regulatory issues concerning Consumer Reports, we have assembled the following information for your review and signature.

The reports that your company obtains from BCS Background Screening, LLC may not be offered for sale over the internet, sent via email or provided to a third party, except from an insurance agency to an insurance company during the underwriting or renewal process.

When a report is ordered, you cannot pass this information to a third party (i.e., employer to insurance agent or insurance agent to employer) either in verbal or written form. This is due to FCRA regulations that state a report that could be used in an employment decision is a “consumer report”. Consumer reports have stringent guidelines and restrictions regarding their use, and any reports ordered through BCS Background Screening, LLC must be identified as an “insurance” or “employment” request when first ordered, and cannot be used for a dual purpose.

If at anytime your company considers taking adverse action based on the reports requested from BCS Background Screening, LLC, refer to the FCRA at the **Federal Trade Commission** website.

BCS Background Screening, LLC conducts random audits to ensure compliance requirements are adhered to.

Anytime a record request is made, a signed release by the person for whom the report is ordered must be received and maintained by the customer ordering the report. It is required that copies of releases be maintained for a period of at least five (5) years from the request date.

Required State Forms may be found on our website

Compliance Addendum – Page Two

Utilize the appropriate form for your business needs, (i.e. Employment or Insurance)
Note: Such States as New Hampshire, Pennsylvania and Washington require a state specific release form be used for each individual request; please note that some of these release forms must be notarized.

Federal Laws regarding appropriate uses of MVR and other Consumer Reports are available at the following sites:

[Federal Trade Commission](#)
[Privacy Rights Clearinghouse](#)
[Electronic Privacy Information Center](#)

If you have any questions regarding the above information, please contact us at 888-464-0018

RETURN THIS COMPLIANCE REQUIREMENT ACKNOWLEDGEMENT TO
BCS BACKGROUND SCREENING, LLC VIA EMAIL ATTACHMENT or FAX 305-402-3181 TO ACCESS MOTOR VEHICLE REPORTS.

Company Name: _____

Printed Name: Date: _____

Signature: _____ **Title:** _____

Phone: () _____ - _____ **ext** _____