**Notice Regarding Credit Checks Per City of New York Law**

In conjunction with my application for employment with [Employer] (“The Company”), I understand that the Company intends to obtain information for employment screening purposes from a consumer reporting agency (CRA). I understand that a consumer report may be obtained from the following CRA:

**Corporate Screening Services, Inc., 16530 Commerce Court, Cleveland, OH 44130, 800-229-8606, www.corporatescreening.com.** A copy of their privacy policy may be requested.

Pursuant to the city of New York administrative code Section 8-102, subdivision 29, the Company informs you that it may obtain a credit report about you from the above named CRA because you are seeking employment in the following position(s), or for the following reason(s):

A position with (i) signatory authority over third party funds or assets valued at $10,000 or more, or (ii) fiduciary responsibility to the employer and authority to enter into financial agreements valued at $10,000 or more on behalf of the employer;

A position with regular duties allowing an employee to modify digital security systems designed to prevent the unauthorized use of the employer’s or client’s networks or databases;

A non-clerical position with regular access to trade secrets or national security/intelligence information;

The employer is required to use an individual’s consumer credit history for employment purposes under state or federal law/regulations or by a self-regulatory organization (as defined by the Securities Exchange Act of 1934);

A position as a police officer or peace officer, or various positions with a law enforcement or investigative function at the Department of Investigation or subject to background investigation by the Department of Investigation;

A position requiring bonding under federal, state, or city law (e.g., certain positions in finance);

A position requiring security clearance under federal or any state law.

OR

The Company **will not** obtain a credit report on you.

I acknowledge receipt of the **Notice Regarding Credit Checks Per New York City Law** and **A Summary of Your Rights Under the Fair Credit Reporting Act** and certify that I have read and understand these documents. I hereby authorize [Employer] to obtain a credit report from the above named CRA, **Corporate Screening Services, Inc.** I further acknowledge that a telephonic facsimile (FAX) or photographic copy of this authorization shall be as valid as the original.

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Printed Name

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