



Instructions for the Notification Per California Civil Code 1786.16

The California Investigative Consumer Reporting Act (ICRA) requires that any employer doing a background check on an applicant who is a **RESIDENT** of **CALIFORNIA** be given a notification letter spelling out the *"Nature and Scope"* of the background check that will be done on them. They further require that this notification be given to them *"any time **BEFORE** the report is procured."* With this in mind, ESS is providing the attached form which can be quickly filled out and given to the applicants at the time they are filling out their Disclosure and Authorization form.

Please fill out this form by clicking in the boxes next to ALL reports that you will be ordering on your applicants. If you have additional reports not listed, you can click next to the check box and type that in as well. In addition, you can click above each line at the bottom to fill in your company information. When completed, you can save this form on your computer for future use.

If you have any questions or need to have this form customized for your company, please contact ESS Customer Service at 1-800-552-0577 X 104.

NOTIFICATION PER CALIFORNIA CIVIL CODE 1786.16

According to the provisions of the California Investigative Consumer Reporting Agencies Act (Civil Code 1786.16), we are providing a written notification that an Investigative Consumer Report* will be requested as part of the applicant selection process.

California law defines an "investigative consumer report" as "a consumer report in which information on a consumer's character, general reputation, personal characteristics, or mode of living is obtained through any means. The term does not include a consumer report or other compilation of information that is limited to specific factual information relating to a consumer's credit record or manner of obtaining credit obtained directly from a creditor of the consumer or from a consumer reporting agency when that information was obtained directly from a potential or existing creditor of the consumer or from the consumer."

Employment Screening Services, Inc., will conduct the investigative consumer report. The nature and scope of the report is:

Credit Report
Social Security Trace
Motor Vehicle Report
Worker Compensation Report
Education Verification
Professional License Check
Global Terrorist List Search

Identification Report
Criminal History Search
Civil Litigation Report
Employment Verification
Reference Check
Drug and Alcohol Screen
Medical or Financial Sanctions Check

Upon request and proper identification, Employment Screening Services, Inc. will supply files and information during normal business hours and on reasonable notice. Files are available for visual inspection in person or by certified mail. A person of your choosing may accompany you on a personal inspection. A summary of all information is also available by telephone upon proper identification. (Employment Screening Services, Inc. 627 E. Sprague, Suite 100, Spokane, WA 99202. 1-800-473-7778).

To help California consumers detect identity fraud, section 1786.16 was added to the California civil code allowing you to choose to receive a copy of the report. If requested, you will receive a copy of your investigative consumer report within three days of the date the employer or prospective employer receives the report. You will also be provided with additional information should you suspect that you have been a victim of identity fraud.

Company

Address

City, State, Zip