

**ATTACHMENT A
SAMPLE FORM**

Make Sure the Address Any Applicant Gives You Matches the Address on His or Her Credit Report

WHEN TO USE THIS FORM.

Use this form whenever you obtain any credit report for the purpose of making an employment decision.

WHAT TO CHECK.

When you receive a credit report, compare the address on the report to the address the individual gave you on his or her application. If the addresses match, you can rely on the credit report and no further action is needed by you.

STEPS TO TAKE IF THE ADDRESSES DO NOT MATCH.

If the addresses do not match, you must take additional steps to ensure this person is who he or she claims to be. Answer the questions below and follow any related instructions.

1. Ask to see the individual's government-issued photo identification, such as a driver's license or a passport. Write here what identification the individual showed you:

2. Photocopy all identification presented and place a copy in the individual's file.

3. To you, does the identification look genuine?

Circle one: Yes/ No.

4. Does the photograph and physical description on the identification match the individual?

Circle one: Yes/ No.

5. Does the address on the photo identification match *any* of the addresses on the credit report?

Circle one: Yes/ No.

6. If you determine that an address discrepancy exists, ask the individual to explain. Write down his or her answer here or on attached pages.

7. If the individual is an existing employee, check the records in his or her file. Is there any explanation in the file explaining the difference in addresses? If so, please explain here.

8. After taking these steps, do you believe that this individual is the same person that the credit report is about?

Circle one: Yes/ No.

9. If the answer is yes, you can proceed with the employment process as usual. However, please follow the steps in "How To Document", below.

10. However, if the answer is no, please:

- A. stop the employment process; and
- B. contact [name] in [Human Resources; the Administrator] at [number].

Do not confront the individual and do not inform them of your determination. Further communications will take place through the [_____].

HOW TO DOCUMENT:

When you have finished this process, give a completed copy of this form and all attachments to [name] in the [Human Resources Department], who will review, finalize, and place a copy in the applicant's file.

If the applicant is successful, i.e., hired or retained as an employee, notify [the Administrator] [Human Resources]. The facility should ensure that every file the company keeps pertaining to the applicant includes the applicant's correct address, as determined by the process above.

WHO TO CALL WITH QUESTIONS:

If you have any questions about this form, call [name] at [number].

NOTE: Our company has a legal requirement to follow this process. The purpose of this process is to detect attempted identity theft. If an applicant's

address cannot be verified by these steps, employment should not be given or continued.

[This Sample Form is offered for informational purposes only, and does not constitute legal advice.]