



Cornell University
Cooperative Extension

AUTHORIZATION/CONSENT

CCE use: Billing Code or Department: _____

To be completed by all **volunteers** _____ and **applicants** _____

During the application process and at any time during the tenure of my employment or volunteer service with **Cornell Cooperative Extension of Suffolk County**, I hereby authorize ChoicePoint Services Inc., on behalf of **Cornell Cooperative Extension of Suffolk County** to procure a consumer report (known as an investigative consumer report in California) which I understand may include information regarding my character, general reputation, or personal characteristics. This report may be compiled with information from courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on my character, general reputation, or personal characteristics.

Signature

Date

Applicant / Volunteer Legal Name (print) _____

Social Security # _____

***Date of Birth** _____

Street Address (no box number) _____

***Optional**

MN & OK Residents please note: In connection with your application for employment, your consumer report may be obtained and reviewed. Under Minnesota and Oklahoma law, you have a right to receive a free copy of your consumer report by checking the appropriate box below.

- YES, I am a Minnesota resident and would like a free copy of my consumer report.
- YES, I am an Oklahoma resident and would like a free copy of my consumer report.

CA Residents please note: In connection with your application for employment, your credit report will be obtained and reviewed. Under CA law, you have a right to receive a free copy of your credit report by checking the appropriate box below. Your credit report will be mailed to you by the credit bureau. In the alternative, you may elect to receive the entire investigative consumer report, which will include your credit report.

- YES, I am a California resident and would like a free copy of my credit report; or
- YES, I am a California resident and would like a free copy of my investigative consumer report.

Printed Name _____
 Street Address _____
 City, State, Zip _____

(over)

BACKGROUND VERIFICATION DISCLOSURE

As part of the employment and/or volunteer process, **Cornell Cooperative Extension of Suffolk County** will obtain an investigative consumer report. The investigative consumer report may include information regarding your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living.

The following Consumer Reporting Agency will prepare the report:

Choice Point Services, Inc.
1000 Alderman Drive
Alpharetta, GA 30005

California Notice:

You have the right under Section 1786.22 of the California Civil Code to contact ChoicePoint during normal business hours to obtain your file for your review. You may obtain such information as follows:

1. In person at ChoicePoint's corporate office at the address listed above. You will need to furnish proper identification prior to receiving your file. You may have someone accompany you and should inform such person that they will also have to present reasonable identification. If you want ChoicePoint to disclose to or discuss your information with this third party, you may be required to provide a written statement granting ChoicePoint permission to do so.
2. By certified mail, if you make a written request (and provide proper identification) to have your file sent to a specified addressee.
3. By telephone if you have previously made a written request and provided proper identification.

ChoicePoint has trained personnel to explain any information that is furnished to you and to explain any information that is coded.

Employer please note: If consumer checks "YES" regarding the full consumer report, and consumer resides in California, you will need to provide the individual with a copy of their consumer report.

Return completed form to:
Human Resources
Cornell Cooperative Extension of Suffolk County
423 Griffing Avenue, Suite 100
Riverhead, New York 11901-3071