



As the employer or "User" of consumer reports, it is your responsibility to ensure compliance with all of the relevant federal, state, and local laws governing this area. We strongly recommend you consult with an attorney to develop a legally compliant adverse action policy.

SAMPLE PRE-ADVERSE ACTION NOTIFICATION

[Date]:

[Applicant Name]

[Address 1]

[Address 2]

[City, State Zip]

[Applicant Name]:

We are writing to inform you that in evaluating your application for employment we have received the enclosed consumer report. This notification is provided because we may make an adverse decision that may be based, in whole or part, on this report. We are hereby informing you of certain information pursuant to the Fair Credit Reporting Act and state law.

The report was procured pursuant to an authorization signed by you. A summary of your rights as a consumer is enclosed. If you have any questions regarding this report or believe that it may contain incorrect information, you may contact the provider of the report, Blueline Services, and they will respond to your inquiry. Their mailing address and phone number are listed below:

Blueline Services
448 East 6400 South
Suite 425
Salt Lake City, Utah 84107
Phone: 801-575-8378
Fax: 801-595-8378

Blueline Services only provided us the consumer report and plays no part in the decision to take any action on your employment application. Blueline Services is unable to provide you with specific reasons for any employment related decisions to be made.

Sincerely,

[Your Company Name/Contact Information]