

Single user application for Background Investigation

(Print out all 4 pages)

Please fax the completed forms back to us at **239-593-0968**

If you prefer you can send them to us at:

**Background Solutions Online
2340 Vanderbilt Beach Rd.
Suite 108-178
Naples, FL 34109**

Once we have received the completed forms along with payment we will conduct the background investigation and return the results to you.

Thank you for your business.

Background**Solutions**Online

Please begin by entering the Worker's/Contractor's Information: * You fill out this form and return to us.

First Name _____ Middle _____ Last Name _____

Date of Birth _____

Company Name _____

Company Address:

Street _____ City _____

State _____ Zip _____

Company Phone Number _____

Please enter your Information:

First Name _____

Last Name _____

Phone Number _____

Your Email Address: _____ (instructions to retrieve your results on our online system will be sent to this e-mail address)

Please select Your requested Background investigation type: (Check box)

- Contractor Pool Service Landscaper Designer Painter
 Plumber Roofer Electrician Nanny Pet Sitter
 Baby Sitter Dentist Nurse Lawyer Tenant
 Veterinarian Home Watch Service Home Security Service
 Doctor Other _____

User Certification: * You fill out this form and return to us.

In compliance with the Federal Fair Credit Reporting Act as reformed:

I _____ (Client, requesting party) hereby certifies to Background Solutions Online a company engaged in the business of procuring consumer reports for its clients that:

1. Client desires to have a consumer report provided for the purpose of evaluating a potential employee/tenant and for no other reason.
2. Client will not request a consumer report for employment/tenant purposes unless:
 - a. The client has provided the applicant/employee a clear and conspicuous disclosure explaining that a consumer report will be obtained for employment purposes; and
 - b. The applicant has signed the disclosure.
3. Client will not take any adverse action against the applicant or employee, which is based, in whole or in part on the consumer report unless the client provides the applicant or employee with:
 - a. A written or verbal notice describing the adverse action that is being taken;
 - b. The name, mailing address, and telephone number of the consumer reporting agency that produced the report;
 - c. A written statement explaining that the reporting agency did not make the decision to take the adverse action and is unable to provide the applicant or employee the specific reasons why the adverse action was taken;
 - d. A copy of the report.

4. Client agrees that it shall use the consumer report for a one-time use only And it shall hold the report in confidence and shall not disclose it to any third Parties who are not involved in the current employment decision.

Print Name: _____ Date: _____

Sign Name: _____

Worker/Contractor Application: * Contractor fills out this form and you return to us.

Prospective Employers Name: _____

Background Solutions Online has been contracted by your prospective employer to conduct a verification of information in your employment application. The information requested below in this form is required for Background Solutions Online to complete this verification. Please carefully complete all of the requested information:

First Name: _____ M.I. _____ Last Name _____

Street Address: _____ City: _____

State: _____ Zip Code: _____

Date of Birth: _____ Social Security Number: _____

Drivers License Number: _____ State of Issue: _____

Professional License Verification:

Type of License: _____ License Number: _____

State: _____ County: _____

Insurance Provider Information:

Insurance Company: _____

Phone Number: _____ Policy #: _____

Customer References:

Customer Name: _____ Phone: _____

Customer Name: _____ Phone: _____

Consent of Applicant: It is my understanding that Background Solutions Online will verify all or part of the information provided by me to my prospective employer. I authorize the release of such information as may be necessary to verify the information I have provided. I agree that Background Solutions Online may conduct this verification and I also understand that this verification may include any inquiry into my credit history, motor vehicle driving record, criminal and civil records, previous employers, educational institutions as well as any other public record information. I release and hold harmless from all liability any individual or entity requesting or supplying information with respect to my application.

Signature of Applicant: _____ Date _____

Form 3: Your Rights Under The Fair Credit Reporting Act: *Give this form to contractor. It does not need to be returned to us.

Please provide the applicant with a copy of this form. The Federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every consumer reporting agency (CRA). Most CRA's are credit bureaus that gather and sell information about you to creditors, employers, landlords, and other businesses. You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you – such as denying an application for credit, insurance, or employment must tell you and give you the name, address and phone number of the CRA. You can find out what is in your file. At your written request, a CRA must give you the information in your file and a list of everyone who has requested it recently. Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA – usually to consider an application with a creditor, insurer, employer, landlord, or other business. Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give information about you to your employer, or prospective employer without your signed consent.