

**Please submit this form to the Georgia Tech Office of Human Resources via fax at (404) 894-1235  
OR via mail/hand delivery to 500 Tech Parkway, Atlanta, GA 30332-0435.**

## **BACKGROUND INVESTIGATION DISCLOSURE AND AUTHORIZATION**

**(IMPORTANT! Please read entire form carefully before signing this authorization)**

### **Disclosure Regarding Background Investigation**

The Georgia Institute of Technology (“the Institute”) will request, for lawful employment purposes, background information about you from a consumer reporting agency in connection with your employment or application for employment (including independent contractor or temporary assignments, as applicable). This background information may be obtained in the form of consumer reports and/or investigative consumer reports (commonly known as “background check reports” or “background checks”). These background check reports may be obtained at any time after receipt of your authorization and, if you are hired or engaged by the Institute, throughout your employment or your contract period.

The background check reports will be obtained by the Institute from one (or both) of the two consumer reporting agencies below.

#### **Background Investigation (Excluding Drug/Alcohol Testing):**

Database Systems International  
3525 Highway 138 SW  
Stockbridge, GA 30281  
(866) 773-3675

#### **Drug/Alcohol Testing:**

InfoMart  
1582 Terrell Mill Road  
Marietta, GA 30067  
(800) 800-3774

The types of information that may be obtained include, but are not limited to: social security number verification, address history, credit reports and history, criminal records and history, public court records, driving or motor vehicle records, accident history, worker’s compensation records, bankruptcy filings, educational history verification (e.g. dates of attendance, degrees obtained), employment history verification (e.g. dates of employment, salary information, reasons for termination, etc.), personal and professional reference checks, professional licensing and certification checks, drug/alcohol testing results, and drug/alcohol history in violation of law and/or company policy.

This information may be obtained from private and/or public record sources, including, as appropriate: Federal, State or Local government agencies and courthouses, educational institutions, current or former employers, personal interviews with sources such as past or present coworkers, neighbors, friends and associates, and other information sources. If the Institute should obtain information bearing on your credit worthiness, credit standing or credit capacity for reasons other than as required by law, the Institute will use such credit information to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being evaluated.

You have the right to request more information about the nature and scope of any investigative consumer report by contacting the applicable consumer reporting agency listed above in writing within a reasonable time after receipt of this notice. A summary of your rights under the Fair Credit Reporting Act is also being provided to you.

### **Additional State Law Notices**

If you are a California, Maine, Massachusetts, Minnesota, New York, Oklahoma, or Washington State applicant, employee or contractor, please also note:

**CALIFORNIA:** You may view the file maintained on you by the background check vendor during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at the background check vendor’s offices in person, during normal business hours and on reasonable notice, or by mail; you may also receive a summary of the file by telephone. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

**MAINE:** You have the right upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from the Institute, within five business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such consumer reporting agencies copies of any such investigative consumer reports.

**MASSACHUSETTS:** You have the right, upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, you have the right, upon written request, to a copy of that report.

**NEW YORK:** You have the right, upon written request, to be informed of whether or not a consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of the report by contacting that agency.

**WASHINGTON STATE:** If the Institute requests an investigative consumer report, you have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from the consumer reporting agency a complete and accurate disclosure of the nature and scope of the investigation requested by the Institute. You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

**CALIFORNIA, MINNESOTA OR OKLAHOMA APPLICANTS ONLY:** Please check this box if you would like to receive (whenever you have such right under the applicable state law) a copy of your background report if one is obtained on you by the Institute.

### Authorization of Background Investigation

I have carefully read and understand this Background Investigation Disclosure and Authorization form and the attached "Summary of Your Rights Under the Fair Credit Reporting Act." If I am an applicant or employee residing in California, Maine, Massachusetts, Minnesota, New York, Oklahoma, or Washington State, I have reviewed the additional state law information above.

By my signature below, I consent to the preparation of background check reports by a consumer reporting agency and to the release of such background check reports to the Institute and its designated representatives and agents, for the purpose of assisting the Institute in making a determination as to my eligibility for employment (including independent contractor or temporary assignments, as applicable), promotion, retention or for other lawful employment purposes. I understand that if the Institute hires me or contracts for my services, my consent will apply, and the Institute may obtain background reports, throughout my employment or contract period to the extent permitted by law, unless I revoke or cancel my consent by sending a signed letter or statement to the Institute.

I understand that information contained in my employment or contractor application, or otherwise disclosed by me before or during my employment or contract assignment, if any, may be used for the purpose of obtaining and evaluating background check reports on me. I also understand that nothing herein shall be construed as an offer of employment or contract for services.

By my signature below, I also authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, insurance agencies, and other applicable sources of information to furnish any and all information on me that is requested by the consumer reporting agency, another outside organization acting on behalf of the Institute, and/or the Institute itself.

By my signature below, I also certify that the information I provided on and in connection with this form is true, accurate and complete. I understand that any false statements or deliberate omissions on this document or any other document I file with the Institute may be grounds for disqualification from employment or, if discovered after I have been hired, could result in discipline up to and including termination of employment.

I further acknowledge that this form in original, facsimile (fax), photocopied, or electronic (scanned or electronically signed) form, will be valid for any background check reports that may be requested by or on behalf of the Institute.

**Applicant/Employee Name (please print):** \_\_\_\_\_

**Applicant/Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_