



Policy 4.15 – Background Check Disclosure and Authorization

Section 1: Disclosure

This Background Check Disclosure and Authorization form, which you should read carefully, has been provided to you because The Ohio State University may obtain consumer reports and/or investigative consumer reports on you from First Advantage at P.O. Box 105292, Atlanta, GA 30348 and 800-845-6004 and <https://www.fadv.com/>. The Ohio State University will use any such reports solely in connection with your employment, volunteer position, or contractor position, as applicable.

Reports on you will be obtained by a background check vendor and provided to The Ohio State University. An investigative consumer report may contain information about your character, general reputation, personal characteristics, and mode of living. Consumer reports may include, but not be limited to, Social Security Number verification, criminal records checks, public court records checks, driving records checks, educational records checks, verification of employment positions held, credit reports, workers' compensation records (only post-offer), personal and professional references checks, licensing and certification checks, etc. The information contained in these reports may be obtained by the vendor from private and/or public record sources, including sources identified by you.

If an investigative consumer report is obtained, in addition to the description above, the nature and scope of any such report will be employment verifications and references or personal references. You have the right to obtain a complete and accurate disclosure of the nature and scope of any investigative consumer reports by making such request in writing within a reasonable period of time to P.O. Box 105292, Atlanta, GA 30348. You may also request a written summary of your rights under the Fair Credit Reporting Act. You may contact First Advantage at P.O. Box 105292, Atlanta, GA 30348 and 800-845-6004 and <https://www.fadv.com/>.



Section 2: Authorization

I have carefully read and understand the Background Check Disclosure and Authorization form provided by The Ohio State University. By my signature below, I consent to the release of consumer reports and/or investigative consumer reports to The Ohio State University for employment, volunteer, or contractor purposes, as applicable. To this end, I hereby authorize, without reservation, any state or federal law enforcement agency or court, educational institution, motor vehicle record agency, credit bureau or other information service bureau or data repository, or employer to furnish any and all information regarding me to First Advantage and/or The Ohio State University itself and authorize First Advantage to provide such information to The Ohio State University.

This Background Check Disclosure and Authorization form, in original, faxed, photocopied, or electronic form, will be valid for any reports that may be requested by The Ohio State University through First Advantage.