



Request for Access Instructions

Overview: The information you provide in this form is collected for the express purpose of enabling your right to access information that International Screening Solutions (“ISS”) maintains about you. The information collected may be used (i) to locate information that ISS maintains about you (if any), and (ii) to verify your identity before releasing any information to you and for no other purposes. If you have any questions concerning how to complete this form, please contact **International Screening Solutions Compliance Department at (678) 784-7640**.

1) Complete form – Request for Access

a. Complete Section A – ***Your Information***

All of the information requested must be provided; please be sure to attach a photocopy of your government issued photo identification document. **The results of our findings will be mailed to the address you provide.**

b. Complete Section B – ***Request For Access to Records (Countries of Record)***

- i. In this section, please identify specific countries that you believe we may have received records from or any special details that may assist in identifying records that ISS may have regarding you.
- ii. If you need more space to provide your list or description, please continue on a separate sheet and check the box indicating that you are continuing your explanation.
- iii. Please check the box identifying whether you are requesting access to information under (i) the U.S. Fair Credit Reporting Act or (ii) the EU-U.S. Privacy Shield.
- iv. If you would prefer that we truncate your government issued ID numbers (e.g., Social Security Number) please review and check the box regarding truncation.

c. Complete Section C - ***Acknowledgement***

After reviewing the information you have provided, sign and date the form.

2) Mail the completed and signed forms along with a government issued photo ID and any other supporting documentation to:

**International Screening Solutions
Compliance Department
114 TownPark Drive
Suite 540
Kennesaw, GA 30144 USA**



Obtaining Your Credit File

ISS completes background check reports by reselling information that it obtains specifically for each of its customers. Once a background check report is completed the underlying information is maintained exclusively for audit, record retention and legal purposes; the underlying information is not maintained to provide future reports to any customer.

In particular, your credit bureau file is not maintained by ISS. To obtain a copy of your credit bureau report, or for information regarding your credit file, including trade-line accounts such as credit cards, utility bills and bankruptcy information, please contact one of your national credit reporting agencies (CRAs) or credit reference bureaus. If you are a citizen or resident of the United States you may contact one of the CRAs listed below.

To receive your credit file from a United States national CRA, you may do one of the following:

- 1) Request a copy through the CRA's automated system via the toll free numbers below.
- 2) Submit your request in writing to the CRA via the addresses below. Prior to submitting your request contact the CRA via the toll free phone numbers below to obtain specific information that you should include with your written request.
- 3) Request a copy through the agency's web site.
- 4) Request a copy through www.annualcreditreport.com or by calling (877) 322-8228.

CRA:	Equifax	TransUnion	Experian
Website:	www.equifax.com	www.transunion.com	www.experian.com
Phone:	(800) 685-1111	(800) 888-4213	(888) 397-3742
Address:	P.O. Box 740241 Atlanta, GA 30374	2 Baldwin Place P.O. Box 1000 Chester, PA 19016	P.O. Box 2104 Allen, TX 75013



Request for Access

Please read the instructions prior to beginning

Section A - Your Information

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

Maiden

Address: _____
Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Home Phone: () _____ Alternate Phone: () _____

Date of Birth: _____
Month / Date/ Year

Photo ID attached (e.g. copy of valid Passport, Driver's License or other national, government issued ID) as proof of my identity.

Section B – Request for Access to Records (Countries of Record)

Please provide any additional details that may be helpful to this search, such as specific countries for which you believe we may have records, additional details that may assist with your request or special instructions for communicating with you:

- Check this box if you have attached a separate sheet to continue the explanation.
- Check this box if your request for Access is being made under Section 609 of the U.S. Fair Credit Reporting Act (forms the foundation of consumer rights law in the United States).
- Check this box if your request for Access is being made under the EU-U.S. Privacy Shield (enables some U.S. companies to more easily receive personal data from EU entities under EU Privacy Laws meant to protect European Union citizens).
- Check this box if you would like us to truncate your Social Security Number, Passport Number or other form of National ID when disclosing information to you. Because confirming information accuracy is one of purposes of requesting access to information, ISS will generally disclose the full ID number unless asked to truncate the information, in which case ISS will redact all but the final 4 digits of the ID number.



International Screening Solutions

Section C – Acknowledgement

By signing below I, _____, understand that I
First Name Last Name

am authorizing International Screening Solutions (“ISS”) to verify my identity and send any information related to me that it currently maintains. I authorize ISS to send me this information by mail to the address I provided in “Section A – Your Information”. I understand that the information I provide will be handled confidentially in compliance with all applicable federal laws.

I understand that I may revoke my authorization and request for Access at any time prior to disclosure by written, dated communication to International Screening Solutions.

I have reviewed the information I provided in this form and I affirm that to the best of my knowledge the information is true and accurate.

Signature: _____
Date: _____