Instructions

Volunteer/Intern,

You will need to print the following form and complete it. No digital signature is allowed at this time. Please complete the form in ink. You will return the form to Human Resources. You can return the form in one of the following ways:

1. Fax the completed signed form to 817-459-6870. Attention HR Assistant.
2. Scan and E-mail the completed signed form to COAHR@arlingtontx.gov
3. Mail the completed signed form to:

   City of Arlington
   Attention Human Resources
   PO BOX 90231
   Arlington, TX 76004-3231

5. Or drop it off in person at:

   City of Arlington Human Resources Office
   101 South Mesquite Street, Suite 790
   Arlington, TX 76010

For any questions please contact 817-459-6869

Thank you for your interest in volunteering or interning with the City of Arlington!

CONSUMER DISCLOSURE AND AUTHORIZATION FORM

Disclosure Regarding Background Investigation

The City of Arlington, Texas (the "City") may request, for lawful purposes, background information about you from a consumer reporting agency in connection with your application for volunteering. This background information may be obtained in the form of consumer reports and/or investigative consumer reports (commonly known as "background reports"). An "investigative consumer report" is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without information obtained from personal interviews), the most common form of which is checking personal or professional references. These background reports may be obtained at any time after receipt of your authorization and, if you are hired or engaged by the City, throughout your volunteer period, as allowed by law.

HireRight, Inc. ("HireRight"), or another consumer reporting agency, will prepare or assemble the background reports for the City. HireRight is located and can be contacted by mail at 5151 California, Irvine, CA 92617, and HireRight can be contacted by phone at (800) 400-2761. Information about HireRight's privacy practices is available at www.hireright.com/Privacy-Policy.aspx.

The background report may contain information concerning your character, general reputation, personal characteristics, mode of living, and credit standing. The types of information that may be obtained include, but are not limited to: credit reports and history; bankruptcy filings; criminal records and history; public court records; driving records; accident history; and other information bearing on your character, general reputation, personal characteristics, mode of living and credit standing.

This information may be obtained from private and public record sources, including, as appropriate: government agencies and courthouses. If the Company should obtain information bearing on your credit worthiness, credit standing or credit capacity for reasons other than as required by law, then the Company will use such credit information to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the volunteer role for which you are being evaluated.

You may request more information about the nature and scope of an investigative consumer report, if any, by contacting the City.

A summary of your rights under the Fair Credit Reporting Act, as well as certain state-specific notices, are also being provided to you.

Authorization of Background Investigation

I have carefully read and understand this Consumer Disclosure and Authorization form and the attached Summary of Rights under the Fair Credit Reporting Act. By my signature below, I consent to preparation of background reports by a consumer reporting agency such as HireRight, Inc. ("HireRight"), and to the release of such background reports to the City and its designated representatives and agents, for the purpose of assisting the City in making a determination as to my eligibility for volunteerism, retention or for other purposes. I understand that if the City hires me in a volunteer capacity, my consent will apply, and the City may, as allowed by law, obtain additional background reports pertaining to me, without asking for my authorization again, throughout my volunteering from HireRight and/or other consumer reporting agencies.

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

I hereby authorize all of the following, without limitation, to disclose information about me to the consumer reporting agency and its agents: law enforcement and all other federal, state and local agencies, information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, and all other individuals and sources with any information about or concerning me. The information that can be disclosed to the consumer reporting agency and its agents includes, but is not limited to, information concerning my credit history, motor vehicle history, criminal history.

By my signature below, I also certify the information I provided on and in connection with this form is true, accurate and complete. I agree that this form in original, faxed or photocopied will be valid for any background reports that may be requested by or on behalf of the City.

Applicant Information

Print Name:	Phone: ( ) --
Social Security #:	Date of Birth:
Current Address (City, State, ZIP)	
If you have lived outside of Texas within the last seven years, please provide the following information	
Previous Address (City, State, ZIP):	
Previous Address (Cont'd)	
Out of State Driver's License Number/State of Issuance (if applicable):	
Applicant Signature:	Date:
Prospective Employer: *City of Arlington*	

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.

- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

- In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For Information about your Federal rights contact:

TYPE OF BUSINESS:	CONTACT:
1. a. Banks, savings associations, and credit unions with total assets of over $10 billion and their affiliates. **b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:**	**a. Consumer Financial Protection Bureau** **1700 G Street NW** **Washington, DC 20552** **b. Federal Trade Commission:** **Consumer Response Center – FCRA** **Washington, DC 20580 (877) 382-4357**
2. To the extent not included in item 1 above: **a. National banks, federal savings associations and federal branches and federal agencies of foreign banks** **b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and Citys operating under section 25 or 25A of the Federal Reserve Act** **c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations** **d. Federal Credit Unions**	**a. Office of the Comptroller of the Currency** **Customer Assistance Group 1301 McKinney Street, Suite 3450** **Houston, TX 77010-9050** **b. Federal Reserve Consumer Help Center** **PO Box 1200** **Minneapolis, MN 55480** **c. FDIC Consumer Response Center** **1100 Walnut St., Box #11** **Kansas City, MO 64106** **d. National Credit Union Administration** **Office of Consumer Protection (OCP)**

	Division of Consumer Compliance and Outreach (DCCO) **1775 Duke Street** **Alexandria, VA 22314**
3. Air carriers	**Asst. General Counsel for Aviation Enforcement & Proceedings** **Aviation Consumer Protection Division** **Department of Transportation** **1200 New Jersey Avenue, S.E.** **Washington, DC 20590**
4. Creditors Subject to Surface Transportation Board	**Office of Proceedings, Surface Transportation Board** **Department of Transportation** **395 E Street, S.W.** **Washington, DC 20423**
5. Creditors Subject to Packers and Stockyards Act, 1921	**Nearest Packers and Stockyards Administration area Supervisor**
6. Small Business Investment Companies	**Associate Deputy Administrator for Capital Access** **United States Small Business Administration** **409 Third Street, SW, 8th Floor** **Washington, DC 20416**
7. Brokers and Dealers	**Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549**
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks and Production Credit Associations	**Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090**
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	**FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 (877) 382-4357**