

CONSUMER REPORT DISPUTE POLICY

KRESS Employment Screening (KRESS) strives to provide accurate and timely background records and information to promote and enhance the screening process for clients and applicants. KRESS is not the original source of screening information, but rather obtains and verifies information from the appropriate government agency, credit or public record databases, office of record and various companies and organizations.

KRESS will accurately report screening records and information, but is not responsible for accuracy and/or content of information received during a background investigation.

If you believe that information reported by KRESS in the Consumer Report on you is inaccurate, you are entitled to have the information re-verified. By completing the following form and mailing or faxing it to KRESS, the following action(s) will be taken:

- 1) If the disputed information is a verification of a reference, such as prior employment, education, or personal reference, it will be re-verified.
 - A) If updated or corrected information is provided by an official or appropriate personnel an addendum screening report will be issued.
 - B) If the original information is reaffirmed by an official or appropriate personnel, the report will be reissued and the consumer will be provided with the contact information for disputing the information with the source.

- 2) If the disputed information is from an official record, court system or database, such as criminal, driving, credit or professional license, it will be rechecked for correct KRESS report posting.
 - A) If a report posting discrepancy is uncovered, the report will be corrected and reissued.
 - B) If record documentation or an official from the office of record reaffirms the original information, the consumer will be provided with the contact information for disputing the records with the source.

TO DISPUTE AND/OR CORRECT A KRESS CONSUMER SCREENING REPORT ON YOURSELF, COMPLETE, SIGN AND MAIL OR FAX THE FOLLOWING FORM TO:

KRESS Employment Screening
Consumer Disputes
320 Westcott, Suite 108
Houston, Texas 77007
FAX (888)636-3694

DISPUTE REQUEST

Please print legibly and in blue or black ink, and sign. This form is to request us to check for reporting accuracy and/or re-verify information reported.

Applicant/Consumer Information

Full Name: First: _____ Middle: _____ Last: _____

Date of Birth: ____/____/____

Email: _____

Social Security Number or Tax ID Number: ____ - ____ - _____

Current Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

If you have been at your address for less than 24 months please provide your previous address.

Previous Address:

City: _____

State: _____ Zip: _____

Phone: _____

Disputed Information

You must include all supporting documentation. You must be specific regarding the item(s) being disputed. Reinvestigation may take up to 30 days.

Provide a complete and specific description of the item(s) you are disputing and the specific reason for your dispute:

I state and attest that to the best of my knowledge, the information provided above is true and correct.

Signature: _____ Date: _____

Print Name: _____