

Adverse Action Notification

Date

Applicant Name
Address

Dear Applicant:

We regret to inform you that based on our hiring criteria; we are unable to consider you further for an employment opportunity with our organization. This decision was made in part from the information we received from Complete Security Investigations LLC, our employment screening vendor. Complete Security Investigations LLC does not make these decisions and is unable to provide you with the specific reasons for them.

In accordance with the Fair Credit Reporting Act, you have previously received a copy of this information and a copy of your rights under the Act. You also have the right to obtain an additional free copy of the report within 60 days of your receipt of this letter by contacting the supplier at the addresses and telephone numbers below. Please refer to these documents if you have further questions. You have the right to dispute the accuracy or completeness of the information contained in the report(s) by contacting Complete Security Investigations LLC or, if the report is a credit report, by contacting the credit bureau that furnished the report.

For credit reports, contact the bureau that supplied the report as listed on the consumer report:

- Experian: Consumer Assistance, P.O. Box 2350, Chatsworth, CA 91313 (888) 397-3742
- Equifax: P.O. Box 740241, Atlanta, GA 30374-0241 (800) 685-1111
- TransUnion: P.O. Box 7000, North Olmstead, OH 44071 (800) 888-4213

For information on non-credit reports, contact:

Complete Security Investigations
10945 Estate Lane Suite 125
Dallas, TX 75238
214-329-9181 phone
214-256-3228 fax

Any dispute regarding the information on your report must be resolved with the agencies above.

Thank you for your interest in employment with our organization.

Sincerely,