

Sample documents should NOT be construed as legal advice, guidance or counsel. Employers should consult their own attorney about their compliance responsibilities under the FCRA and applicable state law. Metrodata Services Inc. expressly disclaims any warranties or responsibility or damages associated with or arising out of information provided. Employers seeking credit reports must provide additional notices pursuant to state law.

## SAMPLE PRE-ADVERSE ACTION NOTIFICATION

**Date**

NAME  
ADDRESS  
CITY, ST ZIP

Dear \_\_\_\_\_:

You recently authorized **[Employer]** (the "Company") to obtain consumer reports and/or investigative consumer reports about you from a consumer reporting agency. The Company is considering taking action in whole or in part based on information in such report(s).

Enclosed please find (1) a copy of the report we obtained from **Metrodata Services Inc.; 403 Main Street, Suite 624, Buffalo, NY 14203; 716-847-1590; www.metro-check.com**; (2) A Summary of Your Rights Under the Fair Credit Reporting Act, and if applicable, (3) Article 23-A of the New York Correction Law, (4) A Summary of Your Rights Under New Jersey Law, (5) A Summary of Your Rights Under Washington Law, and (6) a copy of the Company's Background Check Policy (MA only) and *Information Concerning the Process for Correcting a Criminal Record in Massachusetts*.

If you wish to dispute the accuracy of the information in the report directly with the consumer reporting agency (i.e., the source of the information contained in the report), you should contact the agency identified above directly.

We will evaluate the information in your report on an individualized case-by-case basis in accordance with applicable law. If you believe that there is additional information that may help us better evaluate your fitness for this position, including evidence of rehabilitation or mitigating circumstances, please contact us immediately.

If we do not hear from you within [10] days, we will make our hiring determination based on the information currently available to us.

In the event that an adverse employment action is taken based upon information contained in the pre-employment background screen, the Company will provide you notice of such action.

Sincerely,

\_\_\_\_\_

Enclosures:  
A Summary of Your Rights Under the FCRA  
Consumer Report