

SAMPLE CALIFORNIA NOTICE  
(See CA Civil Code §1786.16(a) & CA Labor Code §1024.5)  
Updated 11/19/2011

Associated with your employment, we may request that *A Matter of Fact* (a consumer reporting agency) conduct a background check (an investigative consumer report may contain information regarding your character, general reputation, personal characteristics, and mode of living). The background check will include the following:

- |  |  |
|--|--|
| <input type="checkbox"/> Social Security Number Check  | <input type="checkbox"/> Professional License Verification |
| <input type="checkbox"/> County Criminal Record Check  | <input type="checkbox"/> Federal Criminal Record Check     |
| <input type="checkbox"/> Employment History Verification   | <input type="checkbox"/> County Civil Record Check         |
| <input type="checkbox"/> Education History Verification  | <input type="checkbox"/> National Wants and Warrants Check |
| <input type="checkbox"/> Driving Record Check  | <input type="checkbox"/> Medicaid Sanctions Record Check   |
| <input type="checkbox"/> Workers' Compensation History Check   | <input type="checkbox"/> Sex Offender Check                |
| <input type="checkbox"/> Credit Report: The basis for a request for a Credit Report (as defined in CA Labor Code §1024.5) is that the position(s) for which you are being considered is: _____ |  |

Other: \_\_\_\_\_

If a background check is conducted on you, *A Matter of Fact* will, upon reasonable notice and during normal business hours, make available information maintained on you (including the identity of report recipients) for your visual inspection, for a fee of eight (8) dollars, as follows:

- (1) In person, if you appear in person and furnish proper identification. Upon request, a copy of your file can also be made available to you. One other person of your choosing may accompany you. Such person must also furnish reasonable identification. *A Matter of Fact* will require you to furnish a written statement granting permission to *A Matter of Fact* to discuss your file in such person's presence.
- (2) By certified mail, if you make a written request, with proper identification, for copies to be sent to a specified addressee.
- (3) By telephone, if you make a written request, with proper identification, for telephone disclosure of a summary of information on you.

"Proper identification" includes documents such as a valid driver's license, social security card, military identification card, and credit cards.

*A Matter of Fact* will provide trained personnel to explain to you any information in your file.

**Mail your request to:**

A Matter of Fact  
Consumer Service Department  
PO Box 1113  
Colfax, CA 95713-1113

**Additional contact information:**

A Matter of Fact  
530-346-6626  
www.amof.info

NOTE: This document is for educational purposes only and cannot be relied upon as legal advice. The document has been prepared with the understanding that the authors are not engaged in rendering legal advice. This document should not be utilized as a substitute for professional legal services.

NOTE: Under federal law, the report may be a consumer report, not an investigative consumer report. California law differs from federal law as to the definition of these reports.