**[Your Company Letterhead]**

**Requestor Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | | |
| Employee ID (if applicable: |  | Department: |  |
| Job Title: |  | Contact Number & Email: |  |

**Type of Record Check:**

Please select the type of record check you are requesting:

|  |  |  |
| --- | --- | --- |
| Criminal Background Check | Employment Verification | Education Verification |
| Credit Check | Driving Record Check | Other: |

**Subject of Record Check:**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | | |
| Date of Birth: |  | Social Security Number: |  |
| Address: | City, State, ZIP Code, Phone & Email Address | | |

**Details of Request:**

Please provide any additional details or instructions for the record check:

|  |
| --- |
|  |
|  |
|  |

**Authorization:**

|  |  |
| --- | --- |
| I hereby authorize **[Your Company Name]** to conduct the selected record check(s) as indicated above. I understand that the results of these checks will be used for employment or other legitimate business purposes. | **Signature of Subject:** |
| **Date:** |
| **Requestor’s Signature:** |
| **Date:** |

**For Office Use Only:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Received By** | **Date Received** | **Processed By** | **Date Processed** |
|  |  |  |  |

**Results of Record Check:**

|  |  |  |
| --- | --- | --- |
| **Record Type** | **Findings** | **Comments** |
| Criminal Background Check |  |  |
| Employment Verification |  |  |
| Education Verification |  |  |
| Credit Check |  |  |
| Driving Record Check |  |  |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Reviewed By:** |  | **Date:** |  |
| **Comments:** |  | | |
|  | | |
|  | | |

**Terms and Conditions:**

1. The information provided in this form will be used solely for the purpose of conducting the requested record check.
2. All record checks are conducted in compliance with applicable laws and regulations.
3. Results of the record check will be kept confidential and shared only with authorized personnel.

[Place for other text]