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TRANS UNION CREDIT REPORT ACCESS PROCESS

In order to gain approval and become an End User Member for Consumer Credit Reports for Employment or Tenant Screening Purposes, we must certify your company using the following credentialing criteria:

- End User Membership Application
- Applicable Service Agreement
- Copy of Business License
- Copy of Business Website
- Letter of Intent on Your Business Letterhead
 - Must Contain
 - Nature of your business
 - Your intended use for End User Services
 - Your anticipated monthly volume



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End User Membership Application

Company Information-Please attach copy of Business License

Company Name:

DBA (Doing Business As):

Authorized Contact: _____

Title: _____

Company Phone: _____

Company Physical Address:

Street City State

County Zip Code

Billing Address (if different):

Street City State

County Zip Code

Nature of Business-Please attach "Letter of Intent" on your company letterhead

Nature of Business:

Date Established:

Month Day Year



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Check “Yes” or “No” for each question if your business relates to any of the following categories:

Will you be accessing credit reports for any purpose other than pre-employment screening?

Do you have a current/valid business license?

Are you currently working out of a commercial location?

End User Agreement for Access to Consumer Reports with Permissible Employment Purposes

This Agreement is made and entered into as of _____, 20__
(“Effective Date”)

by and between Employers Investigative Services and

{ _____ }.
Print End User Business Name

NOW THEREFORE, in consideration of the premises and the mutual benefits expressed herein, the parties agree as follows:

1. End User has a need for consumer credit information in connection with the evaluation of individuals for employment, promotion, reassignment or retention as an employee (“Consumer Report for Employment Purposes”).
2. End User shall request Consumer Report for Employment Purposes pursuant to procedures prescribed by Reseller from time to time only when it is considering the individual inquired upon for employment, promotion, reassignment or retention as an employee, and for no other purposes.
3. End User certifies that is will not request a Consumer Report for Employment Purposes unless: a. A clear and conspicuous disclosure is first made in writing to the consumer by End User before the report is obtained, in a document that consists solely of the disclosure that a consumer report may be obtained for employment purposes; b. The consumer has authorized in writing the procurement of the report; and c. Information from the Consumer Report for Employment Purposes will not be used in violation of any applicable federal or state equal employment opportunity law or regulation.
4. End User further certifies that before taking adverse action in whole or in part based on the Consumer Report for Employment Purposes, it will provide the consumer with:
 - a. A copy of the Consumer Report for employment Purposes; and
 - b. A copy of the consumer’s rights, in the format approved by the Federal Trade Commission.



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5. End User shall use the Consumer Report for Employment Purposes only for a one-time use, and shall hold the report in strict confidence, and not disclose it to any third parties that are not involved in the employment decision.
6. End User will maintain copies of all written authorizations for a minimum of five (5) years from the date of inquiry.
7. With just cause, such as violation of the terms of the End User's contract or a legal requirement, or a material change in existing legal requirements that adversely affects the End User's agreement, Reseller may, upon its election, discontinue serving the End User and cancel the agreement immediately.

By signing this End User Service Agreement, you are stating that you have direct knowledge of the facts certified.

Printed name of owner or an authorized officer of the company

Signature of owner or an authorized officer of the company

End User physical location:

Street	City	State	Zip
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