

In accordance with the Free Annual File Disclosure Rule (16 C.F.R. Part 610), you may request a free annual file disclosure from EBI if we have conducted a background check on you.

Please understand that EBI does not maintain a universal database of consumer credit reports, and we only provide individual consumer reports at the request of our client(s) after your authorization has been obtained. If you have not previously submitted an application to our client and if you have not previously authorized a background report, we will not have your individual consumer report on file.

Please complete and return the *Free Annual File Disclosure Request Form* to EBI via email to [customercare@ebiinc.com](mailto:customercare@ebiinc.com) or by fax to **(410) 486-0731**. You may also submit your free of charge request toll-free by calling **(1) 800-324-7700**. Alternatively, you may mail a written request to: **Attention: Free Annual File Disclosure, Employment Background Investigations, Inc. (EBI), PO Box 629, Owings Mills MD 21117.**

While you may elect to utilize your own request format/form, please be sure to include all of the information requested below to facilitate an accurate and efficient resolution:

### Complete details of the company that ordered the report

- The company name, address, telephone number with extension and email address, as well as the full name of the company's contact person and any other relevant contact information
- The actual date or approximate month that the report was originally issued

### Confirmation of your own personal information

- Your full name and contact information including mailing address with apartment numbers if applicable, city, state and zip code, as well as telephone numbers and email address

### Additional Information

- Any additional information that may assist us in locating the consumer report we prepared

Please be advised that the consumer file we provide to you was prepared at the time of your application and may not depict the most current information.

Please note that all copies of these reports will be delivered by mail only. To preserve the confidentiality of your personal information, a copy of your current driver's license or recent utility bill must be provided in order for EBI to send correspondence to an alternate or new address.

EBI welcomes the opportunity to assist you. You may also contact us via telephone at **1 (800) 324-7700** if you have any questions or concerns.



# Free Annual File Disclosure Request Form

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Complete details of the Client/Company that ordered the report (Company name, address, telephone number with extension, email address, the full name of the company's contact person, approximate date or month that the report was originally issued, etc.):

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Printed Full Name (Last, First, Middle)

Complete Street Address

City, State, Zip Code

(        )        -        XXX-XX-

Daytime Phone Number

Social Security Number (Last Four Digits)

Signature

Date

**EBI INTERNAL USE ONLY**

<b>Representative:</b>	<b>Date:</b>
<b>Dispute Received:</b> <input type="checkbox"/> Telephone <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> US Mail	<b>Ticket Number:</b>

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