

INSTRUCTIONS

A signed completed copy of the attached Authorization and Disclosure for Background Check form must be mailed to the following address prior to the processing of your background check:

Mission Network

Attn: Volunteer Processing

9015 Farm Shaw Drive

Gainesville, GA 30506

BACKGROUND VERIFICATION DISCLOSURE

This is used to inform you that a consumer report is being obtained from a consumer reporting agency for the purpose of evaluating you for employment, volunteer service or a contracted position, including retention as an employee, volunteer or independent contractor.

This report may contain information bearing on your character, general reputation, and personal characteristics from public or private record sources.

California Notice:

You have the right under Section 1786.22 of the California Civil Code to contact LexisNexis Screening Solutions Inc. during normal business hours to obtain your file for your review. You may obtain such information as follows:

1. In person at LexisNexis Screening Solutions Inc.'s office. You will need to furnish proper identification prior to receiving your file. You may have someone accompany you and should inform such person that they will also have to present reasonable identification. If you want LexisNexis Screening Solutions Inc. to disclose to or discuss your information with this third party, you may be required to provide a written statement granting LexisNexis Screening Solutions Inc. permission to do so.
2. By certified mail, if you make a written request (and provide proper identification) to have your file sent to a specified addressee.
3. By telephone, Consumer Disclosure at 800-845-6004, if you have previously made a written request and provided proper identification.

LexisNexis Screening Solutions Inc. has trained personnel to explain any information that is furnished to you and to explain any information that is coded.

Employer please note: If consumer checks "YES" regarding the full consumer report, and consumer resides in California, you will need to provide the individual with a copy of their consumer report.

