



Request for Copy of Consumer Report

Instructions: In order to process your request for a copy of your consumer report, please complete the Request for Copy of Consumer Report Form.

Please print legibly with black or blue ink to reduce possible delays and ensure accurate delivery of your report.

1. Complete the Request for Copy of Consumer Report form
 - a. Section 1: Consumer's Information

The copy of your employment background check report will be mailed to the address you provide. To help the Orsus Group process your request as quickly as possible, fully and accurately complete all information requested on the form. When attaching a photocopy of your government issued photo identification document, if possible, we ask that you enlarge the copy of your photo identification document as it improves its legibility. In order to prevent identify theft and ensure prompt delivery, **the address on your identification must match the address on the request form.**
 - b. Section 2: Method of Delivery

Please select one option of delivery to receive your consumer report.
 - c. Section 3: Acknowledgement and Signature

Please review all information to ensure accuracy. Please sign and date authorizing the request for a copy of your consumer report.
2. Mail, Fax or E-mail the completed and signed forms with any additional documentation to the following:

Email: consumer@theorsusgroup.com

Fax: ATTN: Consumer Support, 888-679-0858

Mail: The Orsus Group
Consumer Support
3155 W. Big Beaver Rd.
Suite 105
Troy, MI 48084

Please note that the Orsus Group, Inc. will only have your background check report if requested by one of its client companies with whom you have applied for employment, or with whom you are currently employed, or with whom you have volunteered.

Please also note that if the identifiers you provide differ from information in our files, we may contact you to request additional forms of identification to process your request.



Request for a Copy of Consumer Report

Section 1 – Personal Information

(The identifying and contact information will only be used by the Orsus Group for purposes of authenticating your identity and protecting your privacy.)

Full Name: _____
Last First M.I.

I certify that I have no middle name or initial

Maiden Name

Address: _____
Street Address Apt. / Unit #

City State ZIP Code

Home Phone: (____) _____ Mobile/Cell Phone: (____) _____

Alternate Phone: (____) _____

Last four (4) digits of Social Security Number: _____ Date of Birth ____/____/____

Section 2 – Method of Delivery

I request the report be sent via U.S. Mail at the address indicated above. *(California residents please see Waiver)*

I request the report be e-mailed to me at _____@_____.

Section 3 – Acknowledgement and Signature

Consumer privacy is important to The Orsus Group. The Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq., (the “FCRA”), is the federal statute that regulates consumer background reports, and makes it a crime for persons to knowingly and willfully obtain consumer background report information from consumer reporting agencies such as The Orsus Group, under false pretenses.

By submitting your Consumer Report Form, you are certifying to the Orsus Group that: (i) you are the individual consumer whose information you are requesting; (ii) the personal and contact information you provide is complete and accurate to the best of your knowledge; and (iii) you understand that you may contact the Orsus Group’s Customer Service Department at any time to ask questions about the Consumer Report Request Form and the file request process (including the ability to submit your request by telephone or regular mail).

Signature: _____ Date: _____

Waiver to Receive Investigative Consumer Report via Certified Mail

Under California law, the reports The Orsus Group provides for employment purposes within the State of California are considered investigative consumer reports. These reports may contain information on your character, general reputation, personal characteristics and mode of living. Under section 1786.22 of the California Civil Code, you may view the file maintained on you by The Orsus Group during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services.

You have requested to receive a copy of your consumer file. We would like to offer you the option of receiving such information, at no cost by E-mail. If you would like to receive your report by email instead of certified mail, please fill out the following information, and return to The Orsus Group.

Name _____

Address _____

City _____ Zip _____

Email Address: _____

Signature _____

If you choose not to receive your report by email, The Orsus Group will provide you with the requested information upon receipt of a Money Order made payable to The Orsus Group in the amount of \$7.50 along with the completed Consumer Disclosure Form, and mail to:

The Orsus Group
Consumer Support
3155 W. Big Beaver Rd.
Suite 105
Troy, MI 48084

A Summary of Your Rights under California Civil Code § 1786.22

Under California law, you are entitled, upon presentation of proper identification, to find out from an investigative consumer reporting agency what is in your file, as follows:

(a) An investigative consumer reporting agency shall supply files and information required under Section 1786.10 during normal business hours and on reasonable notice.

(b) Files maintained on a consumer shall be made available for the consumer's visual inspection, as follows:

(1) In person, if he appears in person and furnishes proper identification. A copy of his file shall also be available to the consumer for a fee not to exceed the actual costs of duplication services provided.

(2) By certified mail, if he makes a written request, with proper identification, for copies to be sent to a specified addressee. Investigative consumer reporting agencies complying with requests for certified mailings under this section shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the investigative consumer reporting agencies.

(3) A summary of all information contained in files on a consumer and required to be provided by Section 1786.10 shall be provided by telephone, if the consumer has made a written request, with proper identification for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to the consumer.

(c) The term "proper identification" as used in subdivision (b) shall mean that information generally deemed sufficient to identify a person. Such information includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if the consumer is unable to reasonably identify himself with the information described above, may an investigative consumer reporting agency require additional information concerning the consumer's employment and personal or family history in order to verify his identity.

(d) The investigative consumer reporting agency shall provide trained personnel to explain to the consumer any information furnished him pursuant to Section 1786.10.

(e) The investigative consumer reporting agency shall provide a written explanation of any coded information contained in files maintained on a consumer. This written explanation shall be distributed whenever a file is provided to a consumer for visual inspection as required under Section 1786.22.

(f) The consumer shall be permitted to be accompanied by one other person of his choosing, who shall furnish reasonable identification. An investigative consumer reporting agency may require the consumer to furnish a written statement granting permission to the consumer reporting agency to discuss the consumer's file in such person's presence.