

# ARMORGROUP

ARMORGROUP NORTH AMERICA, INC

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Armor Group North America, Inc  
1655 N. Ft Myer Dr., Suite 800  
Arlington, VA 22209

P: 571-482-1700  
F: 703-387-0212

## BACKGROUND CHECK INFORMATION FORM

\*Please provide the required below information\*

Full Name (First, Middle, Last): \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

Driver's License Issuing State: \_\_\_\_\_

Current Full Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please note the searches that will be conducted consist of:

- County Criminal History Search
- Statewide Criminal History Search (Where Available)
- Federal Jurisdiction Criminal History Search
- State Driving Report
- Credit History Report

If you have any questions regarding your background check please contact us in the office and we will be glad to assist you.

Regards,  
Joy Dean



## Disclosure and Authorization to Obtain Consumer Report and/or Investigative Consumer Report and Release

In connection with my application for employment (including contract for services) with \_\_\_\_\_, or at any time during any subsequent employment, I understand that consumer reports which may contain public record information may be requested from G4S National Research Center, 4200 Wackenhut Drive, Palm Beach Gardens, Florida 33410, 800.275.8318. These reports may include the following types of information: names and dates of previous employers, reason for termination of employment, work experience, accidents, drugs/alcohol use. I further understand that such reports may contain public record information concerning my driving record, workers' compensation claims, credit, bankruptcy proceedings, criminal records, etc., from federal, state and other agencies which maintain such records, in addition to employment, educational verification and personal references.

**I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY G4S TO FURNISH THE ABOVE-MENTIONED INFORMATION. (A facsimile of this authorization will be construed valid)**

I have the right to make a request to G4S, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including the sources of information; and the recipients of any reports on me which G4S has previously furnished within the two-year period preceding my request. I hereby consent to your obtaining the above information from G4S, and I agree that such information that G4S has or obtains, and my employment history with you if I am hired, will be supplied by G4S to other companies which subscribe to G4S.

I hereby authorize procurement of consumer report(s). If hired (or contracted), this authorization shall remain in effect and shall serve as ongoing authorization for you to procure consumer reports at any time during my employment (or contract) period.

\_\_\_\_\_  
Print Applicant's Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Month and Day of Birth  
(DO NOT PUT YEAR OF BIRTH)

\_\_\_\_\_  
Today's Date

\*\*\*\*\*

**Notice to California Applicants:** Under California law, the consumer reports we order on you are defined as investigative consumer reports. These reports may contain information on your character, general reputation, personal characteristics and mode of living.

☐ YES, I am a California Applicant and I request to receive a free copy of any investigative consumer report ordered on me by checking this box.

Under section 1786.22 of the California Civil Code, you may view the file maintained on you by G4S during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services, by appearing at G4S in person or by mail. You may also receive a summary of the file by telephone. The agency is required to have personnel available to explain your file to you and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification.

**MN & OK Residents please note:** In connection with your application for employment, your consumer credit report will be obtained and reviewed. Under MN law, if a credit report is requested, you have a right to receive a free copy of your credit report by checking the appropriate box below. Under OK law, you have the right to receive a free copy of your consumer report directly from G4S.

☐ YES, I am a Minnesota resident and would like a free copy of my credit report.

☐ YES, I am an Oklahoma resident and would like a free copy of my consumer report.

# A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you - such as if you pay your bills on time or have filed bankruptcy- to creditors, employers, landlords, and other businesses. YOU can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. YOU may have additional rights under state law. YOU may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- 0 **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- 0 **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud- otherwise, a CRA may charge you up to eight dollars.
- 0 **You can dispute inaccurate information with the CRA.** If You tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- 0 **inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- 0 **You can dispute inaccurate items with the source of the information.** if you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- 0 **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- 0 **Access to Your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.

**medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.

- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

### **The FCRA gives several different federal agencies authority to enforce the FCRA:**

#### **FOR QUESTIONS OR CONCERNS REGARDING:**

#### **PLEASE CONTACT:**

CRA's, creditors and others not listed below

Federal Trade Commission  
Consumer Response Center - FCRA  
Washington, DC 20580  
202-326-3761

National banks, federal branches/agencies of foreign banks  
(word "National" or initials "N.A." appear in or after bank's name)

Office of the Comptroller of the Currency  
Compliance Management, Mail Stop 6-6  
Washington, DC 20219  
800-613-6743

Federal Reserve System member banks (except national banks,  
and federal branches/agencies of foreign banks)

Federal Reserve Board  
Division of Consumer & Community Affairs  
Washington, DC 20551  
202-452-3693

Savings associations and federally chartered savings banks (word  
"Federal" or initials "F.S.B." appear in federal institution's name)

Office of Thrift Supervision  
Consumer Programs  
Washington, DC 20552  
800-842-6929

Federal credit unions (words "Federal Credit Union" appear in  
institution's name)

National Credit Union Administration  
1775 Duke Street  
Alexandria, VA 22314  
703-518-6360

State-chartered banks that are not members of the Federal  
Reserve System

Federal Deposit Insurance Corporation  
Division of Compliance & Consumer Affairs  
Washington, DC 20429  
800-934-FDIC

Air, surface, or rail common carriers regulated by former Civil  
Aeronautics Board or Interstate Commerce Commission

Department of Transportation  
Office of Financial Management  
Washington, DC 20590  
202-366-1306

Activities subject to the Packers and Stockyards Act, 1921

Department of Agriculture  
Office of Deputy Administrator - GI PSA  
Washington, DC 20250  
202-720-7051

# **New Jersey and Washington State Addendum to A Summary of Your Rights Under the Fair Credit Reporting Act**

*For residents of Washington State:*

## **A SUMMARY OF YOUR RIGHTS UNDER THE STATE OF WASHINGTON FAIR CREDIT REPORTING ACT:**

The State of Washington Fair Credit Reporting Act (WFCRA) is designed to promote accuracy, fairness, consumer confidentiality and the proper use of credit data by each consumer reporting agency ("CRA") in accordance with the requirements of the WFCRA.

The WFCRA is modeled after the Federal Fair Credit Reporting Act. You have received A Summary of Your Rights Under the Federal Fair Credit Reporting Act. The two Acts are almost identical as are your rights under them. You can find the complete text of WFCRA RCW 19.182, at the nearest office of the Washington State Attorney General. You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data violates the WFCRA, you may sue them in court.

For questions or concerns regarding the WFCRA, please contact:

Attorney General of the State of Washington  
1125 Washington Street S. E.  
P.O. Box 40100  
Olympia, WA 98504-0100  
Phone: 360-753-6200

*For residents of New Jersey,*

## **A SUMMARY OF YOUR RIGHTS UNDER THE STATE OF NEW JERSEY:**

The state of New Jersey Fair Credit Reporting Act (NJFCRA) is designed to promote accuracy, fairness, consumer confidentiality and the proper use of credit data by each consumer reporting agency ("CRA") in accordance with the requirements of the NJFCRA.

The NJFCRA is modeled after the Federal Fair Credit Reporting Act. You have received A Summary of Your Rights Under the Federal Fair Credit Reporting Act. The two Acts are almost identical, as are your rights under them. You can find the complete text of the NJFCRA at the Department of Consumer Affairs. You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data violates the NJFCRA, you may sue them in court.

For questions or concerns regarding the NJFCRA, please contact:

Division of Consumer Affairs  
Department of Law and Public Safety  
124 Halsey Street  
Newark, NJ 07102

**Phone: 800-242-5846**  
973-504-6200

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## **WASHINGTON STATE RESIDENTS ONLY**

*(Or if you just obtain a WA State Driver's License)*

In order to complete your background investigation for employment with Armor Group North America/ WSI; I need you to complete the indicated section entitled **Employee or Prospective Employment Request**.

Additional information is required by Washington State in order to complete your Driver's Record background investigation.

If you have any questions or concerns regarding this matter please call.

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Thank you & I look forward to hearing from you.

Regards,

Joy Dean  
WSI International  
571-482-1700

## APPENDIX C

\_\_\_\_\_  
Account Number

### Employee or Prospective Employee Request

That I, \_\_\_\_\_, am an employee or prospective employee of the company named below and that I request a copy of my official Driving Record in the State of Washington be released to my employer or prospective employer or their agent.

Authorization of employee or prospective employee for release of abstract of driving record

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
WA License # or print full name  
and date of birth

### EMPLOYER ATTESTATION

- (A) That the company named below is an employer or prospective employer of the above named individual and that I am a representative authorized to bind said company.
- (B) That **AMERICAN DRIVING RECORDS** is acting as agent on behalf of \_\_\_\_\_ who is acting as agent on our behalf to obtain the abstract of driver records of the above named individual.
- (C) That abstracts of driver record shall be used exclusively to determine whether the above named individual should be employed to operate a school bus or commercial vehicle upon the public highways, and that no information contained therein shall be divulged, sold, assigned, or otherwise transferred to any third person or party. A commercial vehicle is defined as any vehicle the principal use of which is the transportation of commodities, merchandise, produce, freight, animals, or passengers for hire and commercial vehicles as defined in Chapter 46.25 RCW.
- (D) That the information contained in the abstracts of driver records obtained from the Washington State Department of Licensing shall be used in accordance with the requirements and in no way violate the provisions of RCW 46.52.130, attached in part for easy reference.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This record must be maintained by the employer or prospective employer for a period of not less than two (2) years from the last date above. Failure to obtain all signatures or misuse of records obtained from the State of Washington may result in prosecution under RCW 46.52.130.



**RCW 46.52.130 Abstract of driving record -- Access  
-- Fees -- Penalty.**

A certified abstract of the driving record shall be furnished only to the individual named in the abstract, an employer or prospective employer or an agent acting on behalf of an employer or prospective employer, ... Upon proper request, a certified abstract of the full driving record maintained by the department shall be furnished to ... the individual named in the abstract or to an employer or prospective employer or an agent acting on behalf of an employer or prospective employer of the named individual. The abstract, whenever possible, shall include an enumeration of motor vehicle accidents in which the person was driving; the total number of vehicles involved; whether the vehicles were legally parked or moving; whether the vehicles were occupied at the time of the accident; whether the accident resulted in any fatality; any reported convictions, forfeitures of bail, or findings that an infraction was committed based upon a violation of any motor vehicle law; and the status of the person's driving privilege in this state. The enumeration shall include any reports of failure to appear in response to a traffic citation or failure to respond to a notice of infraction served upon the named individual by an arresting officer. ...

... Any employer or prospective employer or an agent acting on behalf of an employer or prospective employer receiving the certified abstract shall use it exclusively for his or her own purpose to determine whether the licensee should be permitted to operate a commercial vehicle or school bus upon the public highways of this state and shall not divulge any information contained in it to a third party.

... Release of a certified abstract of the driving record of an employee or prospective employee requires a statement signed by: (1) The employee or prospective employee that authorizes the release of the record, and (2) the employer attesting that the information is necessary to determine whether the licensee should be employed to operate a commercial vehicle or school bus upon the public highways of this state. If the employer or prospective employer authorizes an agent to obtain this information on their behalf, this must be noted in the statement.

Any negligent violation of this section is a gross misdemeanor. Any intentional violation of this section is a class C felony.