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CERTIFICATION of PERMISSIBLE PURPOSE

The Fair Credit Reporting Act states that a consumer reporting agency may furnish a consumer report to a person, which it has reason to believe, intends to use the information for employment purposes. The term “employment purposes” when used in connection with a consumer report means a report used for the purpose of evaluating a consumer for employment, promotion, reassignment or retention as an employee.

As a representative of **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** I hereby certify that all consumer reports requested from Inquirehire, a division of James M. Sweeney & Associates, Inc. will be used for employment purposes and that we will not request or use a consumer report for any reason other than employment purposes or any other permissible purpose as outlined in Section 604 of the Fair Credit Reporting Act.

I also certify that **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** will make a clear and conspicuous disclosure in writing to the consumer before the report is procured or caused to be procured, in a document that consists solely of the disclosure, that a consumer report may be obtained for employment purposes and that the consumer has authorized in writing, the procurement of the report.

In using a consumer report for employment purposes, before taking any adverse action based in whole or in part on the report, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**will provide to the consumer to whom the report relates a copy of the report and a summary of the consumer’s rights under the Fair Credit Reporting Act, as prescribed by the Federal Trade Commission under Section 609.

I hereby certify that all consumer reports procured will remain confidential and will not be released or disseminated to any other parties unless specifically authorized to receive such information.

As a representative of **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** I certify that information from consumer reports procured by Inquirehire, a division of James M. Sweeney & Associates, Inc. will not be used in violation of any applicable Federal or State equal employment opportunity laws or regulations. Customer named below certifies it will obtain consumer credit information only for the following specific purpose and for no other purpose.

For employment screening purposes: Customer will use Persona reports only for employment screening purposes, and will not access any other credit information for employment screening purposes. Customer will not order or use a Persona report to determine eligibility for credit or insurance or in connection with the collection of a debt. Customer certifies that it will make the disclosures and meet the conditions required by the Fair Credit Reporting Act (“FCRA”), §1681b, as amended, to the subject of each Persona report it accesses, and that information from the report will not be used in violation of any applicable Federal or State law or regulation.

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Company Representative and Title Date

**Important Notification: Inquirehire cannot provide legal advice. The information in this compliance packet is for awareness and should not be considered as legal advice. Inquirehire recommends that you consult with legal counsel in regard to your specific screening program, policies and procedures to ensure legal compliance.**

Revised 05/2012