

Disclosure and Authorization Form

FCRA employment disclosure and authorization | Marked-up specimen

<https://www.editfast.com/editing-services/security-and-investigation/background-screening/>

A one-page form reduced to the two things the employer's own procedure allows on it.

ORIGINAL, WITH EDITS MARKED

SPECIMEN, PREPARED BY EDITFAST FOR ILLUSTRATION. NOT A REAL RECORD.

Wrenfield Logistics Inc. (fictitious) - Form HR-22

EXTRACT FROM THE EMPLOYER'S HIRING PROCEDURE (reproduced unchanged in both panels)

HP-4.1 Form HR-22 carries two elements and no others: the disclosure that a consumer report may be obtained for employment purposes, and the applicant's written authorization.

HP-4.2 State-specific notices are issued on Form HR-23, separately from HR-22.

HP-4.4 The summary of rights and any pre-adverse action material are sent later, with the copy of the report.

HP-4.6 Every sentence on a hiring form is a complete sentence.

HP-4.8 Body type on hiring forms is set no smaller than 10 point.

HP-4.9 A signature line on a hiring form is accompanied by a printed name.

FORM HR-22 - DISCLOSURE AND AUTHORIZATION

A consumer report may be obtained for employment purposes; which may include information regarding your character, general reputation, personal characteristics and mode of living, and in some states additional rights apply.¹

By signing below you authorize Wrenfield Logistics Inc. to obtain such reports⁵, you acknowledge receipt of a summary of your rights², and you release Wrenfield Logistics Inc., its agents and any consumer reporting agency from all liability arising from the procurement or use of such reports³.

California, Minnesota and Oklahoma applicants: you may request a free copy of any report. New York applicants: you may inspect Article 23-A.⁴

Signature _____ Date _____⁶

WHAT CHANGED, AND WHY

#	Was	Now	Reason
1	A consumer report may be obtained for employment purposes; which may include information regarding your character, general reputation, personal characteristics and mode of living, and in some states additional rights apply.	Wrenfield Logistics Inc. may obtain a consumer report about you for employment purposes.	The clause after the semicolon has no subject, which is the fault Gilberg named in the form before it. The original also runs three separate ideas into one sentence, and HP-4.6 asks for complete sentences.
2	you acknowledge receipt of a summary of your rights	(removed)	HP-4.4 sends the summary of rights later, with the copy of the report, so an acknowledgment of receipt on this form records something that has not happened yet.
3	you release Wrenfield Logistics Inc., its agents and any consumer reporting agency from all liability arising from the procurement or use of such reports	(removed)	HP-4.1 names two elements for this form and a release is neither of them. This is the element at issue in Syed, quoted in the note above.
4	California, Minnesota and Oklahoma applicants: you may request a free copy of any report. New York applicants: you may inspect Article 23-A.	State notices are on Form HR-23 (HP-4.2).	HP-4.2 issues state notices on a separate form. This is the class of material at issue in Gilberg, and moving it is what HP-4.2 already directs.
5	By signing below you authorize Wrenfield Logistics Inc. to obtain such reports	Authorization / I authorize Wrenfield Logistics Inc. to obtain a consumer report about me for employment purposes.	Such reports is plural and its antecedent in the opening sentence is singular, a consumer report. Naming the authorization under its own heading also separates the two elements HP-4.1 lists.
6	Signature _____ Date _____	Signature _____ Printed name _____ Date _____	HP-4.9 asks for a printed name beside a signature, and the original form left no place for one.
7	(no note about type size on the form)	Set in 10 point type (HP-4.8).	The size was fixed in the procedure and not recorded on the artwork, where whoever lays the form out would see it.