



# Consumer Report Request Form

PeopleFacts is a consumer reporting agency that issues consumer reports to customers who obtain authorization to run a background check from individuals when they apply for a job, apply to serve in a volunteer capacity, apply for a professional license with a government agency, and/or apply for residency. In order to protect your privacy and ensure that PeopleFacts has in fact issued a consumer report on you, PeopleFacts will require that you provide some additional information as proof of your identity.

## Instructions for Completing the Consumer Report Request Form

Complete the below required fields with your information, to the best of your ability. Missing or incomplete information may lead to delays in processing. Upon completion, please return this form with a legible photocopy of your current Driver's License or other Government issued Photo ID to PeopleFacts at one of the following:

Email: [disputes@peoplefacts.com](mailto:disputes@peoplefacts.com)

Fax: 918.933.5987, ATTN: Consumer Disputes

Mail: PeopleFacts Consumer Disputes, 7127 Riverside Parkway, Tulsa, OK 74136

Once we have verified your identity and determined that PeopleFacts has issued a consumer report on you, PeopleFacts will mail to you a copy of your consumer report via the method selected below. If no method of return is selected, the consumer report will be returned via USPS mail to the address below.

## Consumer Information and Identification

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

Social Security Number: \_\_\_\_\_ Date of Birth\*: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

Name of Company Applied with: \_\_\_\_\_

Approximate Date(s) of Original Application: \_\_\_\_\_

Have you previously contacted PeopleFacts regarding your consumer report?  Yes  No (If Yes Date: \_\_\_\_\_)

## Authorization for Release of Consumer Report

I \_\_\_\_\_ (Print Name), hereby certify that I am the individual named above. By signing below, I hereby authorize, without reservation, PeopleFacts to furnish me with a free copy of my consumer report. I understand that my consumer report contains personal, identifying information (and may contain a criminal history on me, if applicable) which I have privacy interest in, but pursuant to this authorization I hereby authorize PeopleFacts to

[ ] mail my consumer report to the above-listed mailing address.

[ ] email my consumer report to the above listed email address.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For additional questions regarding your request for a consumer report, please contact PeopleFacts at 800.600.8999.