ADVERSE ACTION NOTICE - REASON SPECIFIED - CA and Los Angeles

Client Logo

(if Client inserts here)

Date

Dear **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**:

We are writing to inform you that [End User] (the “Company”) is unable to engage, or continue to engage, you as an employee or independent contractor.

This decision was based, in whole or in part, on information contained in a consumer report and/or investigative consumer report, including the following specific criminal history items contained in the report:

* [Identify specific criminal history items].

A copy of this report was previously given to you. The agency that provided the report, **Accurate Background, LLC**, is located at **200 Spectrum Center Dr. Suite 1100, Irvine, CA 92618** or **800-216-8024 (**[**www.accurate.com**](http://www.accurate.com)**)**. This agency did not make this employment decision and is unable to supply you with specific reasons why the decision was made. You have the right to obtain a free copy of the report if you submit a written request to the agency identified above no later than 60 days after you receive this notice. You also have the right to dispute the accuracy or completeness of any information in the report by contacting the consumer reporting agency above directly.

Please find the following, enclosed or through the link below:

[URL]

1. Consumer Report
2. A Summary of Your Rights Under the Fair Credit Reporting Act
3. California Notice of Rights by an Investigative Consumer Reporting Agency

|  |
| --- |
| **California applicants, employees, residents only (this section applies only if the adverse decision is based on criminal history information):** Please contact the Company to challenge or request us to reconsider our decision. You have a right to contest the decision by filing a complaint with the California Civil Rights Department. |
| **California applicants, employees, or residents only (this section applies only if the report referenced above is a credit report):** You have the right to obtain a free copy of your credit report within 60 days from the consumer credit reporting agency which has been identified on this notice and from any other consumer credit reporting agency which compiles and maintains files on consumers on a nationwide basis. Under California law, you also have the right to dispute with the consumer reporting agency the accuracy or completeness of any information in the report. |
| **City of Los Angeles Applicants:** Enclosed is a copy of the written reassessment required by the Los Angeles Fair Chance Initiative for Hiring Ordinance, a copy of which was provided with your pre-adverse action letter. |
| **Unincorporated Los Angeles County Applicants**: Enclosed is a copy of the reassessment of your criminal history information. You have the right to file a complaint with the Los Angeles County Department of Consumer and Business Affairs or the California Civil Rights Department, as applicable. |

Sincerely,

[End User]