PRE-ADVERSE ACTION NOTICE - REASON SPECIFIED CA and Los Angeles

Client Logo

(if Client inserts here)

Date

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

You recently authorized [End User] (“Company”) to obtain consumer reports and/or investigative consumer reports (“background check reports”) about you from a consumer reporting agency. The company is considering taking adverse action based on information in your background check report, including the following specific criminal history items identified in the report:

* [Identify specific criminal history Items]

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

The background check report was obtained from ***Accurate Background, LLC*** (“*Accurate*”), located at **200 Spectrum Center Dr. Suite 1100, Irvine, CA 92618**, (800)-216-8024, ([www.accurate.com](http://www.accurate.com)). If you wish to dispute the accuracy of the information in the report, please contact Accurate directly.

You have the right to respond to this notice. If you believe there is additional information that may help us better evaluate your fitness for this position, including evidence challenging the accuracy of the conviction history information, evidence of rehabilitation or mitigating circumstances, or other supporting evidence or documents, please contact {END USER} immediately. We will evaluate any information you provide and the information in your report in accordance with applicable law.

**Deadline to Respond**: If we do not hear from you within [AdverseLength] **BUSINESS DAYS FROM THE DATE THAT YOU RECEIVE THIS NOTICE, OR within the time period listed below, we will make our hiring determination based on the information currently available to us.**

* **California applicants and residents outside of unincorporated Los Angeles County:** 
  + If you advise us within the **next five (5) business days** that the criminal record information is inaccurate and that you are obtaining supporting documentation, you will be given **an additional five (5) business days** to provide us with that information.
* **APPLICANTS FOR EMPLOYMENT IN UNINCORPORATED SAN DIEGO COUNTY:**
  + You have the right to file a complaint with OLSE for violation of the County’s Fair Chance Ordinance, and with the state’s Civil Rights Department for violation of the Fair Chance Act.
* **APPLICANTS FOR EMPLOYMENT IN UNINCORPORATED LOS ANGELES COUNTY:** 
  + **IF YOU ADVISE US WITHIN THE NEXT FIVE (5) BUSINESS DAYS THAT THE CRIMINAL RECORD INFORMATION IS INACCURATE AND THAT YOU ARE OBTAINING SUPPORTING DOCUMENTATION OR** **THAT YOU NEED ADDITIONAL TIME TO OBTAIN EVIDENCE OF REHABILITATION OR MITIGATING CIRCUMSTANCES, YOU WILL BE GIVEN AN ADDITIONAL 10 BUSINESS DAYS TO PROVIDE US WITH THAT INFORMATION.**
  + In lieu of providing written documentation in response to this letter, you have the right to present your information orally via an in-person, virtual, or phone meeting by making such a request within five (5) business days from receipt of this letter.

In the event an adverse employment decision is made following the Company’s evaluation and assessment, [End User] will provide you notice of such action.

Sincerely,  
  
[End User]