



Decatur County  
Memorial Hospital  
The Quality Care You Want. Close By.

**RELEASE AUTHORIZATION AND  
FAIR CREDIT REPORTING ACT DISCLOSURE  
(FOR DCMH STAFF PRIVILEGE PURPOSES)**

The applicant acknowledges that this organization may now, or at any time while on staff, verify information within the application, resume, contractor agreement, and contract for employment (or similar document). In the event that information from the report is utilized in whole or in part in making an *adverse decision*, before making the adverse decision, we will provide to you a copy of the consumer report and a description in writing of your rights under the Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*

Please be advised that we may also obtain an *investigative consumer report* including information as to your character, general reputation, personal characteristics, and mode of living. This information may be obtained by contacting past and present facilities where you have/had staff privileges, your present and previous employers or references supplied by you. Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the investigation requested.

Additional information concerning the Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.* is available at the Federal Trade Commission's web site (<http://www.ftc.gov>).

**By signing below, I hereby authorize all entities having information about me, including facilities where I presently have or in the past have had privileges, present and former employers, personal references, criminal justice agencies, to release such information to the organization or any of its affiliates or carriers. I acknowledge and agree that this Release and Authorization shall remain valid and in effect during the time I am on staff at DCMH.**

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

Print Full Name: \_\_\_\_\_

**IMPORTANT  
(PLEASE COMPLETE REVERSE SIDE)**



**Release Authorization and  
Fair Credit Reporting Act Disclosure  
(For DCMH Staff Privilege Purposes)  
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**For Maine Applicants Only**

Upon request, you will be informed whether or not an investigative consumer report was requested, and if such a report was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from us, within 5 business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such agencies copies of any reports.

**For New York Applicants Only**

You have the right, upon written request, to be informed of whether or not a consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report.

**For Washington Applicants Only**

If we request an investigative consumer report, you have the right, upon written request made within a reasonable period of time, to receive from us a complete and accurate disclosure of the nature and scope of the investigation. You have the right to request from the consumer reporting agency a summary of your rights and remedies under state law.

**For California\*, Minnesota and Oklahoma Applicants Only**

A consumer credit report will be obtained through Certiphi Screening, Inc., P.O Box 541, Southampton, PA 18966.

If a consumer credit report is obtained, I understand that I am entitled to receive a copy. I have indicated below whether I would like a copy. Yes \_\_\_\_\_ No \_\_\_\_\_  
Initials Initials

If an investigative consumer report and/or consumer report is processed, I understand that I am entitled to receive a copy. I have indicated below whether I would like a copy.

Yes \_\_\_\_\_ No \_\_\_\_\_  
Initials Initials

\*California Applicants

If you choose to receive a copy of the consumer report, it will be sent within three (3) days of the employer receiving a copy of the consumer report and you will receive a copy of the investigative consumer within seven (7) days of the employer's receipt of the report (unless you elected not to get a copy of this report).