

## **NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW**

**California Residents or Employees** – this summary of the provisions of Section 1786.22 of the California Civil Code is being provided to you along with the Background Check Disclosure, Authorization and Release form.

North Carolina State University intends to obtain information about you from an investigative consumer reporting agency and/or a consumer credit reporting agency for employment purposes. Thus, you can expect to be the subject of “investigative consumer reports” and “consumer credit reports” obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency (“ICRA”), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) or credit report will be **Castle Branch, Inc., 1845 Sir Tyler Drive, Wilmington, NC 28405, 888-723-4263**. The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law. Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA’s file on you with proper identification, as follows:

Under California law, you are entitled, upon presentation of proper identification, to find out from an investigative consumer reporting agency what is in your file, as follows:

1. In person, by visual inspection of your file during normal business hours and on reasonable notice;
2. By obtaining a summary of it via telephone call, if you have made a written request with proper identification, for telephone disclosure and the toll charge, if any, for the telephone call is prepaid by you or charged directly to you; or,
3. By requesting in writing, with proper identification, that a copy of it be sent to a specified addressee by certified mail.

Investigative consumer reporting agencies complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leaves the investigative consumer reporting agency. The investigative consumer reporting agency may charge you a reasonable fee for making disclosures regarding your investigative consumer report. If you appear in person and furnish proper identification, the investigative consumer reporting agency may charge you a fee not to exceed the actual costs of duplication services provided in order to provide you with a copy of the file.

The investigative consumer reporting agency shall provide trained personnel to explain to you any information furnished and shall also provide a written explanation of any coded information contained in files maintained on you. This written explanation shall be distributed whenever a file is provided to you for visual inspection as required under Section 1786.22 of the

California Civil Code. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An investigative consumer reporting agency may require you to furnish a written statement granting permission to the investigative consumer reporting agency to discuss your file in such person's presence.

The term "**proper identification**" as used above means that information generally deemed sufficient to identify a person. Such information includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you are unable to reasonably identify yourself with the information described herein, may an investigative consumer reporting agency require additional information concerning your employment and personal or family history in order to verify your identity