**Consumer Relations Department**

PO Box 353, Chapin, SC 29036

Toll Free Phone: 866‐265‐6602

**Toll Free Fax: 866‐306‐9258**

**Dispute Request Form**

To dispute any information contained in our report, please **complete all information on this Dispute Request Form**. Using this form will help us complete your dispute faster!

• **Print clearly**.

• **Identify each item** in your report that you believe is **inaccurate, incomplete, or outdated.** (Consider including a copy of your report with the items in question circled.)

• Clearly **tell us why** the item is inaccurate, incomplete, or outdated. (If you are disputing criminal records, consider using the attached page to specify why items are wrong.) This information helps us get your dispute right.

• **Sign** this form.

• Include copies (NOT originals) of any documents you already have that you believe support your dispute. You do not need to go get documents if you don’t already have them.

• **Fax everything to our toll-free fax number** at the top of this letter (or mail it to our address at the top of this letter).

• You can (but don’t have to) tell us anything else you think we should know.

If you have any further questions, you may contact the Consumer Relations Department toll free at 866.265.6602.

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Last Name First Name Middle Name Suffix

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Street Address City State Zip Code

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Preferred Telephone Number (including area code) Alternate Telephone Number (including area code)

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Social Security Number Date of Birth

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Driver’s License Number State email Address

**My signature below (1) authorizes you to disclose information to me about the report that BackgroundChecks.com prepared about me and (2) requests that each item of information I am disputing be removed or corrected.**

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SIGNATURE DATE

**Reason for disputing criminal records**

a. **Please provide details** we should know about your dispute. Please **be as specific as possible**.

b. Please use the information on the report to identify the record you are disputing. Each record has a number associated with it. Identifying the records by number **will help us process your dispute faster**.

c. You can attach as many copies of this page as needed. If you attach multiple copies, it will be helpful for you to number the pages. This will make it easier for us to discuss each item with you if needed.

## 1. Criminal Record #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Source:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##      Offense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Any related date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* This record is not about you.
* The record is about you, but it lists the wrong offense or lists a felony when you were convicted of a misdemeanor.
* This record is about you, but it doesn’t correctly show what the result was (for example, the case was dismissed, but it shows you were convicted or it has the wrong date for your conviction).
* This record is about you, but it was later removed from public records (for example, the case was dismissed after probation, expunged, sealed or make non‐public or you received a pardon).
* This record is about you, but it has other incorrect information; provide details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## 2. Criminal Record #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Source:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##      Offense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Any related date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* This record is not about you.
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## 3. Criminal Record #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Source:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##      Offense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Any related date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* This record is not about you.
* The record is about you, but it lists the wrong offense or lists a felony when you were convicted of a misdemeanor.
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