

Appendix E – Sample Letter Certifying Receipt of Authorization to Obtain Driving Records and Consumer Reports - Signed by Client-Insured

Date: _____

Jamie Krist
Krist Insurance Services
6600 Westown Parkway, Ste. 250
West Des Moines, IA 50266

Dear Krist Insurance:

_____ has reviewed its obligations under the Fair Credit Reporting Act as a consumer report user, and certifies that it has received or will receive in advance of requesting information about the driving records of or consumer reports about any job applicant/employee, an authorization in which the applicant/employee authorizes in writing the procurement of his/her consumer reports, including driving records, and the procurement of additional reports about him/her from time to time to evaluate his/her insurability or for other permissible purposes. _____ will retain the job applicant/employee's authorization on file in accordance with requirements of the law for at least two years, and provide to the applicant/employee all required notices.

Sincerely,