



## Adverse Action Assistance

***Need some help?*** If you will notify us when you intend to deny employment or a promotion to a candidate, based on a Consumer Report or an Investigative Report, we will:

1. Mail an official Pre-Adverse Action letter to the candidate, outlining your intent not to hire, within 24 hours of your decision via certified mail.
2. Supply the individual with a copy of the Summary of Your Rights, as outlined in the FCRA.
3. Include all the necessary contact names and numbers required by the law.
4. Provide a complete copy of all the Consumer Reports &/or Investigative Reports pertaining to that individual.
5. Mail the documents in a "CONFIDENTIAL - TO ADDRESSEE ONLY" envelope certified.
6. Five days after the original letter of intent-not-to-hire, follow up with a letter of Adverse Action confirming your decision.

All these steps must be completed to be in compliance with the Fair Credit Reporting Act.

At a nominal fee, we can assure you that every step in the compliance procedure will be carried out according to the FCRA guidelines required by law for your protection.

Please call us if you have a need for Adverse Action assistance and to ensure you are taking the appropriate legal steps when denying employment! Our goal is to protect and ensure our clients are following ALL guidelines and procedures required by the FCRA.



**337-376-5242 or 888-959-5242**

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