

## Requesting a Copy of your Background Report

You have four ways to request a copy of your background check report:

- **Online Portal:** <https://compliance.activescreening.com/>
- **Fax:** By faxing a request letter to 800-319-5582, Attn: Compliance Dept.
- **Email:** By emailing your request to [compliance@activescreening.com](mailto:compliance@activescreening.com)
- **Mail:** By mailing your request letter to:

Active Screening  
Compliance Dept  
14499 N. Dale Mabry Hwy, Suite 201 South  
Tampa, FL 33618

Please include the following information with your request:

- Full name
- Daytime phone number
- Report ID (If available)
- Mailing Address
- Your signature
- Social Security Number (Do not provide if sending via email)

For identification purposes, it is not required but recommended to submit the following with your request:

- Copy of driver license or photo ID (please enlarge and ensure copy is clear and legible)
- Secondary form of ID