

Requesting a Copy of your Background Report

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

- **Email:** By emailing your request to compliance@activescreeningfaith.com
- **Fax:** 800-319-5582 Attn: Compliance Dept.
- **Online:** <https://compliance.activescreeningfaith.com/>
- **Mail:** By mailing your request letter to:

Active Screening Faith
Attn: Compliance Department
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 (Please note: The report will be sent certified mail)
- 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