**Compliance Checklist:**

1. Have an updated copy of the [FCRA](http://www.activescreening.com/about-us/resources/) to reference. \_\_\_\_
2. Know the definitions the FCRA uses. \_\_\_\_
3. Provide potential employees with a clear disclosure. \_\_\_\_\_
   1. Identify self and purpose for screening. \_\_\_\_\_
4. Make sure you have written consent from applicant. \_\_\_\_\_
5. Do not use alternative methods for screening, i.e. Google or social media. \_\_\_\_\_
6. Follow procedures to ensure report accuracy. \_\_\_\_\_
7. Re-verify results. \_\_\_\_\_
8. Perform an individual assessment before making a hiring decision. \_\_\_\_\_

**Employers taking adverse action must:**

1. Provide oral, written or electronic notice to applicant about Credit Reporting Agency. \_\_\_\_
   1. Must include: name, address and number of the CRA that furnished the report. \_\_\_\_
   2. Must also include: A statement that CRA had no influence on adverse action. \_\_\_\_
2. Provide notice that applicant may obtain report and dispute accuracy of report. \_\_\_\_