

## Candidate Authorization Letter

Dear Candidate:

This letter is being sent to you to comply with the requirement of the Federal Fair Credit Reporting Act (FCRA). As we discussed, we may seek information about your experience and background in working with you on career opportunities. The information may include materials, records, and written and verbal reports relating to your prior job experience and performance, education, credit history and rating, driving record, and criminal and civil litigation record, if any.

It may also include results of tests and assessments administered by us or others. This letter will confirm that you gave us an oral consent to obtain this type of information and to provide it to prospective employers. Under the FCRA, you have the right to request us to disclose to you the nature and substance of all information in your file. We would appreciate your signing this letter and faxing or mailing it back to us as soon as possible. (FAX: 317-849-5342)

### ACKNOWLEDGEMENT AND RELEASE

I acknowledge receipt of this letter. I release Key Corporate Services, LLC and its employees and agents from all liability relating to your obtaining and use of such information and your providing such information to prospective employers. I authorize companies, schools, organizations and other persons to provide such information to you and release them from all liability for doing so.

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Candidate Name (Please Print)

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Candidates Signature Date