



January 20, 2009

Dear Customer,

In connection with our company furnishing criminal reports to you, we are aware of your responsibility under New York law to evaluate the relationship of any conviction for the position sought. Under New York statutory law §296(15) Executive Law; such an analysis is also a defense to a negligent hiring/retention claim. If a §752, Article 23-A, Correction Law review of past convictions is conducted then the employer can have past offenses excluded from evidence. Attached is a form that may be used for this purpose. The providing of this form is not providing legal advice to you, and we strongly suggest that you contact your legal counsel in regard to your responsibilities in this area.

In evaluating the criminal record with the position sought, the category of the offense may or may not relate to the job in question. For example, a recent misdemeanor theft may be relevant to a job where the employee is entrusted with the company's or customer's money/property, but an old felony conviction for the possession of a controlled substance may not be relevant at all. A drunk driving conviction may be relevant to a driving job, but it is probably not relevant to a secretarial position. It is our understanding that the law requires that the employers judge each applicant with each position individually.

New York law has changed in regard to ordering reports from us. To implement those changes we have amended the required Disclosure and Consent forms, see attached. We have also provided a copy of Article 23-A, Correction Law for you to provide to each applicant on whom you order reports. This law is effective February 1, 2009.

If you have any questions please contact: 800-226-4483.

NEW YORK DISCLOSURE AND RELEASE

In connection with my application for employment (including contract for services) with (name of customer), I understand that consumer reports which may contain public record information and investigative consumer reports consisting of interviews with employers, neighbors, friends, and associates may be requested from (CRA name) a consumer reporting agency. These reports may include the following types of information: names of employers and dates of previous employment, reason for termination of employment, work experience, accidents, etc. I further understand that such reports may contain public record information concerning my driving record, workers' compensation claims, credit, bankruptcy proceedings, criminal records, etc., from federal, state and other agencies which maintain such records. I hereby consent to your obtaining the above information from such agency.

I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY THE CONSUMER REPORTING AGENCY TO FURNISH THE ABOVE-MENTIONED INFORMATION.

I have the right to make a request to (CRA name and address), upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including the sources of information; and the recipients of any reports on me which the agency has previously furnished within the two year period preceding my request.

I hereby authorize procurement of consumer report(s). If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for you to procure consumer reports and investigative consumer reports at any time during my employment (or contract) period.

I acknowledge receipt of a copy of Article 23-A of New York Correction Law.

Print Name

Social Security No.

Applicant's Signature

Date