

How To File a Dispute

1 COMPLETE THE DISPUTE FORM (ON PAGE 2)

When you are explaining your concerns, please try to be as precise as possible about why you believe the disputed element (or elements) is inaccurate or incomplete.

2 ATTACH ANY SUPPORTING DOCUMENTATION (OPTIONAL)

If you have supporting documentation (eg., a court expungement letter, proof of employment, etc.) be sure to include a copy with your form. Your detailed explanation and/or supporting documentation could help to expedite the reinvestigation process and resolve your dispute more quickly.

3 SUBMIT THE DISPUTE FORM & ANY SUPPORTING DOCUMENTATION

If you are submitting the dispute form or submitting supporting documentation along with your form you can send it to us via email, fax, or mail.

Email: apply2check@br-solutions.net

Fax: 877-993-0661

Phone: 800-948-0015

(Mon - Fri: 8am - 5pm CST)

Mailing Address:

Background Research Solutions, LLC.

P.O. Box 3083

Slidell, LA 70459

4 ANY NECESSARY CHANGES WILL BE MADE IN 30 DAYS*

Background Research Solutions, LLC. will investigate your results free of charge and made any necessary changes within 30 days of receiving this form. If you are disputing information in a background check that was run by an employer, they will be notified that you have filed a dispute.

*In some cases, the Fair Credit Reporting Act provides Background Research Solutions, LLC. a 45 day window to complete your dispute reinvestigation. If your reinvestigation is not complete in 30 days, please feel free to reach out to us for additional information.

Dispute Form

Your Full Legal Name

Email Address

Address (the physical address used to run your check)

City

State

Zip Code

Employer Who Ran the Check (optional)

Date of the Background Check

Element(s) That You Are Disputing

Tell Us About Your Concern(s) (please be as precise as possible)

When the dispute has been completed and info has either been removed, modified, or not changes, do you consent to receiving that correspondence electronically. If you do not provide authorization, we will send your notice by regular mail. This can results in delayed communication.

I consent to receive correspondence electronically about this dispute