

Summary of Your Rights Under the Fair Credit Reporting Act (FCRA) for Volunteers

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. If an organization uses a consumer report (background check) to evaluate your application or your ongoing status as a volunteer, you have specific rights under the law.

Key Rights of Volunteers Under the FCRA

- **You must be notified:** The organization must provide you with a clear and conspicuous written disclosure that they may obtain a background check (consumer report) for volunteer purposes. This must be a standalone document.
- **You must give written consent:** The organization cannot obtain a background check report about you without your written authorization.
- **You have the right to know what is in your file:** You may request and obtain all the information about you in the files of a consumer reporting agency. You will need to provide proper identification.
- **You must be notified before an adverse decision is made:** If the organization intends to decline your volunteer services based on information in your background check, they must provide you with a copy of the report and a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act" before they make their final decision. This gives you an opportunity to review and dispute any inaccuracies.
- **You have the right to dispute inaccurate information:** If you identify inaccurate or incomplete information in your report, you have the right to dispute it directly with the consumer reporting agency that prepared the report.

Print and Complete for Volunteer Records

Please complete the fields below to acknowledge that you have received and read this summary of rights before submitting your volunteer application.

Volunteer Full Name:

Volunteer Signature (Print and Sign):

Date: