

Request to Dispute Background Check Report(s)

For your convenience, ADP Screening and Selection Services, Inc. (SASS) provides this Request to Dispute Background Check Report(s) Form (SASS Dispute Form) to file a dispute. As an alternative, you may file your dispute with SASS in writing without using the SASS Dispute Form, however, your written dispute must include the information requested on the SASS Dispute Form (for example, the detailed dispute, your name, address, phone number, Social Security Number, etc.). Regardless as to which method you use to file your dispute, please send the dispute to SASS using the fax number or the mailing address listed below.

You may also include with your dispute any supporting documentation you would like to be considered as part of your dispute review. Once received, SASS' disputes representatives will process your dispute following the Fair Credit Reporting Act required steps, including conducting a re-investigation, notifying the furnisher and/or source of the disputed information, and notifying you of the results. In addition, SASS will notify the employer, who ordered the original report, when the dispute is filed, and again when the dispute is resolved.

FAX number:

800-237-4011, Attention: Consumer Support

Mailing address:

ADP Screening and Selection Services, Inc.
Attention: Consumer Support
2950 E. Harmony Road, Suite 130
Fort Collins, CO 80528

Please print clearly in all fields.

Date: _____

Write a detailed description of your dispute in the box below:

To locate your report and verify your identity for security purposes, include all consumer information below:

Full Name: _____

Date of Birth (month/day/year): ____ / ____ / ____

Social Security Number: XXX - XX - _____ (Last 4 digits only)

Phone Number: (_____) _____ (required)

Alternate Phone Number: (_____) _____

Address:

Street or P.O. Box: _____

City and State: _____

Zip Code: _____

Signature: _____

If you would like to discuss your report(s) with SASS or file your dispute by phone, call toll free 888-606-7868, then select option 2 and a support specialist will assist you with your request. If you would like to file your dispute online, visit www.adpselect.com and click on Applicant Resources.