

To maintain compliance with the Fair Credit Reporting Act (FCRA Section 604) we are now required to perform on-site business verifications for each of our clients for whom we run credit reports. The purpose of these on-site visits is to verify that credit reports are being run by a legitimate entity for a legitimate purpose. This verification is required by our vendor (Equifax).

The nature of the inspection is largely non-invasive and relies mostly on surface level data collection. Questions such as: "Does the entity have a permanent place of business and signage?", "Are confidential files kept in locked file cabinets?" and "Are computers password protected?" serve to verify that the entity meets minimum security requirements and are the basic indicators that it is a legitimate entity or company.

Oxford Document has contracted with a third party (CRM Global, Inc.) to conduct these on-site business inspections. Oxford will facilitate a representative of CRM Global to contact a designated person at your office to perform the inspection. The inspection will include a brief interview with your designated person and will also include the CRM representative taking photos of the interior and exterior of your location. The cost of the inspection is \$100.00 one time fee and we will invoice you once the inspection is complete.

ACTION REQUIRED

We need to hear from you as soon as possible with the following information:

Your entity name:

Your entity's physical address where reports are stored:

Designated contact name & phone number for site inspection:

We will also need a copy of one of the following: Business License, Articles of Incorporation or 501 © 3 status.

(You can scan and email it back or mail to the address below.)

Permissible Purpose: Check One: ___Employment Screening ___Tenant Screening

Name and title of Authorized Person/ Organization
Representative _____

Authorized
Signature _____

Date _____

Please fax (800-951-9114) or e-mail (info@oxforddoc.com) this form back as soon as possible. Again, this action is necessary to comply with the Fair Credit Reporting Act. We take our compliance very seriously and appreciate your understanding as we strive to meet the requirements. If you have any questions or concerns, please feel free to call us 800-801-9114.