

[MIDDLETOWN BOROUGH LETTERHEAD]

**VIA [METHOD OF DELIVERY]**

DATE

EMPLOYEE NAME  
ADDRESS  
ADDRESS

**RE: Consumer Report Authorization**

Dear Mr./Mrs.:

This is to advise you that a consumer report detailing your criminal history and other background information will be requested by the Borough of Middletown as part of our employment application process. No adverse employment action will be taken by the Borough on the basis of this consumer report unless you have been provided beforehand with a copy of the report and a description in writing of your rights under the Fair Credit Reporting Act.

The Fair Credit Reporting Act requires that we obtain your written authorization before requesting a consumer report. Please complete the authorization form so that we may continue the processing of your application.

Sincerely,

NAME  
Borough of Middletown

**CONSUMER REPORT AUTHORIZATION**

I hereby authorize the Borough to obtain a copy of a consumer report from a consumer reporting agency for employment purposes. I understand that a consumer report may include information regarding my criminal history, credit history, general reputation, character, and other background information.

Print Name

Signature

Date