



RUNNING BACKGROUNDS

JUST CHECK THE BOXES OFF AS YOU GO!

- 1 **GIVE YOUR APPLICANT FORM 'C'** (AUTHORIZATION TO CONDUCT BACKGROUND)
This is a two-page document, with the Summary of Your Rights as the second page

- 2 **GIVE YOUR APPLICANT FORM 'D'** (ADDITIONAL NOTICE TO CA, OK, MN APPLICANTS)
(If your applicant resides in California, Oklahoma, or Minnesota)

- 3 **LOG ON TO OUR WEBSITE AND CLICK "ENTER NEW ASSIGNMENTS"**

OR

- 3 **COMPLETE FORM 'E'** (ASSIGNMENT FORM)
Fax Form 'E', Form 'C', and the Employment Application to (818) 567-1215

Your report will be ready in 1 - 3 days!

