

Dear Prospective Concessionaire:

Thank you for the interest you have expressed in providing food and drink concessions in Dallas parks. Please review the enclosed guidelines and permit information. Requests for temporary food and drink concession permits are for 3, 6 or 9 month periods and must be submitted in writing, noting park site requested. **Packets must be complete prior to processing, which includes Section 3, items A-I.** **A copy of your driver's license is also required for Attachment II (Background Check Consent Form).**

Please identify which park site you are interested in, including park name, address and location in park (i.e. Soccer field, baseball field, etc.). You may want to list a 1st, 2nd and 3rd choice since park permits will be issued on a first come, first serve basis.

Item H. (health permit) will not be required at application. The Health Department will only issue health permits after all Park Department requirements have been met by the concessionaire and a signed contract is presented. However, a Health Department inspection of the concession trailer is required to ensure code compliance before the Park permit will be processed.

Upon Special Services' receipt of your permit packet, it will require 2-3 weeks to process the permit request/application and complete the background check. Upon completion, you will be notified and an appointment will be scheduled to obtain your permit and sign the contract. **PLEASE MAKE AN APPOINTMENT IF YOU NEED PERSONAL ASSISTANCE BY CALLING (214) 670-8520.**

Si necesita información en español sobre los concesionarios por favor de llamar a Leticia al 214-670-8520.

I look forward to working with you in providing quality, food and drink services to our park patrons.

Leticia Arocha, Office Assistant
Special Services Division
Park and Recreation Department

DALLAS PARK AND RECREATION DEPARTMENT

TEMPORARY FOOD AND DRINK CONCESSION PERMIT GUIDELINES

Section 1 - DEFINITIONS OF TERMS

The following terms as used throughout this document and the attachments are defined as follows:

- A. City - The City of Dallas, Texas, acting through it's Park and Recreation Board.
- B. Department - The City of Dallas Park and Recreation Department.
- C. Director - The Director of the Dallas Park and Recreation Department and/or his designated representatives and/or agents.
- D. Applicant - Is interchangeable with and synonymous with the terms "CONCESSIONAIRE", "PROVIDER", each term of which is used to mean the person(s) who are submitting a written request for a temporary permit to provide the specified services.

Section 2 - PERMIT REQUESTS

- A. Food and Drink Concession Permit Guidelines are available from:

Leticia Arocha
Dallas Park and Recreation - Special Services
5620 Parkdale Drive
Dallas, Texas 75227
Telephone No: (214) 670-8520

- B. All requests must be submitted in writing and **specify which park location permit request is for.**
- C. The City reserves the right to reject any and/or all requests.
- D. The Director will evaluate requests for compliance with the terms and conditions and will initiate the process to secure approval of the Temporary Food and Drink Concession Permit Agreement.
- E. Permits shall be issued to a single concessionaire to service one park site, and issued for a specified time period of three, six or nine months.
- F. Upon receipt of all requirements, a Concession Permit Agreement will be signed by the City and the applicant.

Section 3 - QUALIFICATIONS AND REQUIREMENTS

Each applicant, which submits a written request must meet the minimum requirements as, detailed below and shall include in his request the following documents; which will be used as the evaluation criteria in selecting the most qualified applicant(s):

- A. A complete resume including experience as it relates to this service with reference names and phone numbers.
- B. A list of equipment including photograph and/or descriptive literature that illustrates the exact equipment to be used to provide the service. Concessionaire is required to operate with a non-motorized trailer that is professional in appearance. The trailer will be no larger than 22 feet long and 8 feet wide and be equipped with proper equipment to meet Health Department Codes and Regulations.
- C. A description of the type of products to be sold and the respective selling prices for each item. **NOTE:** The sale of alcoholic beverages is specifically prohibited. Access to utilities at each site may determine products permitted to be sold.
- D. Confirmation from an insurance agency of ability to secure the required general liability and auto liability insurance. **(See Attachment I)**
- E. Operating schedule that shows the months, days and hours the applicant proposes to operate. Information on park usage, including facility reservations, can be obtained by contacting Athletic Reservations at (214) 670-8242 or (214)670-8898.
- F. A completed background check consent form. **(See Attachment II)**. Information disclosed is confidential and will be taken into consideration before a permit is issued.
- G. Provide a copy of sales tax permit; concessionaire is responsible to report taxes to the State Comptroller.
- H. The applicant's trailer must pass a Health Department inspection prior to the Park permit being processed. Once the inspection has passed and completion of all required Park Department documents will the applicant will be to purchase a Health Department permit (\$150). To schedule an inspection, contact Robert Lane or Tina Jinez (Spanish) with the City of Dallas Health Department at 214-670-8083.
- I. Upon successfully passing a background check and health inspection, the applicant will secure a health permit from the City of Dallas Health Department.

SECTION 4 - GENERAL GUIDELINES

- 1. The applicant will be required to enter into a written contract, Concession Permit Agreement, which will embody the content of the guidelines specified below granting him or her the privilege and right to operate a portable food and drink concession.

2. The term of the Concession Permit Agreement will be for a specified period of three, six, or nine months. Permit fees are non-refundable and permits are not transferable.
3. The concessionaire will be required to post a concession identification sign (24" x 12"; white with blue lettering) provided by the Park Department on the concession trailer to clearly identify the concessionaire operation is approved. The sign will also include a phone number for citizens to call for any complaints or concerns. Park Permits (3 ¼ x 8 ½; white with blue print) issued by the Park and Recreation Department with an expiration date, concessionaire's name and park location will clearly be posted on the concession trailer in plain view of the public. Concessionaire will be given two warnings if the permit and and/or sign are not properly posted in clear view of the patrons at all times. The park permit will be terminated and/or concessionaire will lose rights to purchase a new permit on the third occurrence.
4. The Park and Recreation Board of the City of Dallas is committed in providing first class services to the public. Therefore, the applicant will examine these guidelines and specifications as they relate to the following:
 - A. Equipment - All equipment and fixtures required for this operation shall be of modern design, quality material, sufficient in number to adequately serve the public, and provided by the concessionaire at his or her expense and subject to approval by the Park and Recreation Board or its authorized representative. The concessionaire shall maintain equipment.
 - B. Personnel - Concessionaire agrees to provide supervision of this operation to insure satisfactory operation to the Park and Recreation Board and efficient service to the public. The Park and Recreation Director shall have the right to supervise the manner of exercising the privilege granted and the conduct of the concessionaire and his or her employees.
 - C. Hours - The Park and Recreation Board, through its Director, reserves the right to regulate the hours the concessionaire may be in the park. Concessionaire will be permitted to arrive 2 hours before the scheduled event/activity being served. Concessionaire will be required to leave park premises no more than 2 hours after the scheduled event/activity has concluded.
 - D. Concession Location - The Park and Recreation Board and/or the Director reserves the right to designate and/or restrict locations and/or areas of the park where concessionaires may set up/conduct a concession business.
5. Before submitting a request, applicant will be held responsible for having examined the park site and satisfied him or herself as to the existing conditions under which he or she will be obligated to operate or that will in any manner affect his or her services under the contract to include electrical service availability. No allowances shall be made in this connection in behalf of the applicant for any error or negligence on his part.

SECTION 5 - SPECIFICATIONS

The Park and Recreation Board, City of Dallas will enter into a written Concession Permit Agreement with the approved applicant, granting the privilege to operate food and drink concession at a specified park. The privilege will include concession operations at designated areas only.

TERM

The term of the agreement will be for a specified period of three, six or nine months. The agreement is subject to conditions hereinafter stated, the violation of any one of which will be sufficient cause for cancellation of the agreement by the Park and Recreation Board of the City of Dallas and/or the Board's designated representative(s).

PERMIT FEES

Permit fees are \$300 for three months, \$600 for six months and \$900 for nine months, payable at the time the permit is issued. No other fees or commissions to the Park and Recreation Department will apply. Permit fees are non-refundable and permits are not transferable.

SALE OF COMMODITIES

1. Concessionaires shall at all reasonable times keep available for sale of food and drink products for which there is or shall be a reasonable demand; the price of which shall at all times be regulated and supervised by the Park and Recreation Board. All prices must be visible to customers at all times.
2. The concessionaire will not be permitted to sell any alcoholic beverages at any City of Dallas park.
3. All City, State, County and other governmental regulations relative to public health shall apply to this concession operation.
4. No sales with any element of chance are permitted on any park.
5. No hawking or noisy canvassing for sale shall be made on any part of the grounds of said parks.
6. Concessionaire shall sell no novelties, clothing or school supplies on premises.
7. All advertising signs or advertising matter displayed on equipment or in the vicinity of areas designated for the concessionaire shall be subject to approval by the Park and Recreation Board or its authorized representative.
8. All transactions need to be rung in a cash register (supplied by concessionaire) and window of cash register must be visible at all times.

REPORT OF SALES

The concessionaire shall make collections of all monies at intervals of such frequency as necessary to discourage vandalism, theft or robbery. An authorized plan of accounting shall be established to fully reflect the sales. By the 10th of each month, a standard monthly report will be provided to the City of Dallas Park and Recreation Office detailing the sales for that month.

HEALTH PERMIT

All food and drink concession operations in the park will need temporary food service permits issued by the Health Department. Final approval and issuance of health permits will be completed upon review of menu and facilities provided. Health permits cannot be obtained until approved by the Park and Recreation Board and/or its designated representatives. For additional information, please call Robert Lane and/or Lester Untalan. For Spanish, ask for Moraima Olivera, Health Department at (214) 670-8083.

SUPERVISION

Concessionaire will directly supervise this concession operation at all times. The Park and Recreation Board or its authorized representative shall have the right to supervise the manner of exercising the privilege hereby granted and the conduct of the concessionaire and his employees. The Park and Recreation Board representative for this supervision will be the Director and/or his designated representative(s).

The concessionaire shall not discriminate against any employee or applicant for employment and in providing the public service specified in this agreement because of race, creed, color or national origin. The concessionaire shall, in all solicitations or advertisements for employees placed by or on behalf of the concessionaire, state that all qualified applicants will receive consideration for employment without regard to race, creed, color or national origin.

CLEANLINESS

The concession shall be conducted in a clean, orderly and legitimate manner and in accordance with existing ordinances and laws regulating food concession. No rubbish, glass, plastic, or cardboard boxes of any kind shall be thrown upon the grounds or in any buildings by concessionaire or anyone working for concessionaire. Concessionaires are required to bring trash receptacles to place outside the concession trailer. Concessionaire will be required to remove trash collected from their food preparation and from their outside trash receptacles when leaving the park. Concessionaire will be given two warnings if litter is not properly removed and/or premises in the concession area are not kept clean and free of debris. The park permit will be terminated and/or concessionaire will lose rights to purchase a new permit on the third occurrence.

UTILITIES

Electric power, sewer and water from existing outlets in the park area may be used for the operation of concession equipment at no cost to the concessionaire.

ALTERATIONS

It is specifically understood that any changes or alterations within any of the park locations shall be made at the expense of the concession operator; and no changes or alterations shall be made without the written approval of the Park and Recreation Board or its authorized representative. Concessionaire or the contractor of any alterations agrees to provide insurance as set forth by the Risk Management Division of the Human Resources Department.

OTHER CONCESSION CONTRACTS

The Park and Recreation Board reserves the right to enter into contract and offer other concession services at locations within these parks should demand warrant such services.

SUBLET OF CONCESSION

The concessionaire hereunder shall not sell, sublet or assign this contract or any portion thereof to any other person or persons, except upon the written approval of the Park and Recreation Board. Any assign or lease under this provision shall be subject to all of the provisions of this contract.

VIOLATION OF CONTRACT, LAW AND/OR ORDINANCES

That in case that any sublease, assignee or employee of the concessionaire is found willfully violating any law or ordinance or condition of this contract or becomes objectionable and offensive to the good order and use of said grounds, the said concessionaire shall be required to remove any such person from said grounds at once. The Park and Recreation Board may, in addition thereto, terminate and cancel this agreement at its option, and have the equipment removed from the area.

LIABILITY

The Park and Recreation Board does not guarantee police protection and will not be liable for any loss or damage sustained by the concessionaire. City agrees to allow Concessionaire to terminate service and remove equipment without penalty from park locations where excessive vandalism may occur. Determination of excessive vandalism will be according to the judgment of City's Supervisor of Concessions, as the representative of the Park and Recreation Board, and the designated representative of Concessionaire. Concessionaire shall hold and save the City of Dallas whole and harmless from any and all claims for damages of whatsoever nature and kind, suffered or asserted to have been suffered by the person or property of any person whomsoever growing out of or resulting from or in anyway connected with the exercise of the privilege herein granted, except for any loss or damage resulting from the negligent acts of any employee of the City of Dallas. Nothing herein shall be construed to alter Concessionaire's status as an independent contractor. The City of Dallas expressly denies any implied master-servant relationship or any constructive employment of Concessionaire.

CERTIFICATE OF INSURANCE

Approved concessionaire shall purchase and maintain during the term of the contract

insurance as described in Attachment I and agrees to the indemnification agreement therein.

TERMINATION CLAUSE

It is further understood and agreed that the concessionaire will vacate any park site without delay upon ten (10) days notice to him in writing by the City of Dallas or the Park and Recreation Board. In the event the contract is for any reason canceled, or at the termination of the contract and in case the concessionaire fails to vacate the said premises upon aforesaid cancellation or at the termination of the contract, the City of Dallas Park and Recreation Board shall not be responsible for any damage that might occur to said Concessionaire by virtue of the City of Dallas forcibly removing the property of the concessionaire and without prejudice to any remedies which might otherwise be used for possession or for arrears of percentage payment.

**ATTACHMENT I
INSURANCE**

SECTION A. Prior to the approval of this contract by the City, **CONCESSIONAIRE** shall furnish a completed Insurance Certificate to the Director's Office, which shall be completed by an agent authorized to bind the named underwriter(s) to the coverage, limits, and termination provisions shown thereon, and which shall furnish and contain all required information referenced or indicated thereon. **CITY SHALL HAVE NO DUTY TO PAY OR PERFORM THIS CONTRACT OR AGREEMENT UNTIL SUCH CERTIFICATE SHALL HAVE BEEN DELIVERED TO THE DIRECTOR'S OFFICE**, and no officer or employee shall have authority to waive this requirement.

INSURANCE COVERAGE REQUIRED

SECTION B. CITY reserves the right to review the insurance requirements of this section during the effective period of the contract and to adjust insurance coverage and their limits when deemed necessary and prudent by City's Risk Management Division of Human Resources based upon changes in statutory law, court decisions, or the claims history of the industry as well as the **CONCESSIONAIRE**.

SECTION C. Subject to **CONCESSIONAIRE'S** right to maintain reasonable deductibles in such amounts as are approved by CITY, **CONCESSIONAIRE** shall obtain and maintain in full force and effect for the duration of this contract, and any extension hereof, at **CONCESSIONSIRE'S** sole expense, insurance coverage written by companies approved by the State of Texas and acceptable to CITY, in the following types(s) and amounts:

- | | |
|--|---|
| 1. Commercial General (public) Liability insurance including coverage for the following: | Combined Single Limit for bodily injury and property damage of \$300,000 per occurrence or its equivalent |
| a. Premises/operations | |
| b. Independent Contractors | |
| c. Products/completed operations | |
| d. Personal and Advertising injury | |
| e. Contractual liability | |
| f. Medical payments | |
| g. CITY'S property in the care, custody and control of the CONCESSIONAIRE | |
| h. Fire Legal Liability | |

- | | |
|---|---|
| 2. Comprehensive Automobile Liability insurance, including coverage for loading and unloading hazards, for: | Combined Single Limit for bodily injury and property damage of \$300,000 per occurrence or its equivalent |
| a. Owned/leased vehicles | |
| b. Non-owned vehicles | |
| c. Hired vehicles | |

ADDITIONAL POLICY CONDITIONS

CITY shall be entitled, upon request and without expense, to receive copies of the policies and all endorsements thereto and may make any reasonable request for deletion, revision, or modification of particular policy terms, conditions, limitations, or exclusions (except where policy provisions are established by law or regulation binding upon either of the parties hereto or the underwriter of any such policies). Upon such request by **CITY**, **CONCESSIONAIRE** shall exercise reasonable efforts to accomplish such changes in policy coverage, and shall pay the cost thereof.

REQUIRED PROVISIONS

CONCESSIONAIRE agrees that with respect to the above required insurance, all insurance contracts and certificate(s) of insurance will contain and state, in writing, the following required provisions:

- a. Name the City of Dallas and its officers, employees, and elected representatives as additional insured's, (as the interests of each insured may appear) as to all applicable coverage;
- b. Provide for 30 days notice to the **CITY** for cancellation, non-renewal, or material change at the two addresses shown below by registered mail;
- c. Provide for an endorsement that the "other insurance" clause shall not apply to the City of Dallas where **CITY** is an additional insured shown on the policy;
- d. **CONCESSIONAIRE** agrees to waive subrogation against the City of Dallas, its officers and employees for injuries, including death, property damage, and any other loss;
- e. Provide that all provisions of this contract concerning liability, duty and standard of care, together with the indemnification provision, shall be underwritten by contractual liability coverage sufficient to include such obligations within applicable policies.

NOTICES

CONCESSIONAIRE shall notify the CITY in the event of any changes in coverage and shall give such notices not less than 30 days prior to the change, which notice must be accompanied by a replacement CERTIFICATE OF INSURANCE. All notices shall be given to CITY at the following addresses:

Park and Recreation
Leticia Arocha, Special Services
5620 Parkdale Drive
Dallas, Texas 75227

Human Resources Department
Assistant Director, Risk Management Division
1500 Marilla, 1C-North
Dallas, Texas 75201

SECTION D. Approval, disapproval or failure to act by the CITY regarding any insurance supplied by the CONCESSIONAIRE shall not relieve the CONCESSIONAIRE of full responsibility or liability for damages and accidents as set forth in the contract documents. Neither shall bankruptcy, insolvency or denial of liability by the insurance company exonerate the CONCESSIONAIRE from liability.

INDEMNITY

CONCESSIONAIRE agrees to defend, indemnify and hold CITY, its officers, agents and employees, harmless against any and all claims, lawsuits, judgments, costs and expenses for personal injury (including death), property damage or other harm for which recovery of damages is sought, suffered by any person or persons, that may arise out of or be occasioned by CONCESSIONAIRE'S breach of any of the terms or provisions of this contract, or by any other negligent or strictly liability act or omission of CONCESSIONAIRE, its officers, agents, employees, or subcontractors, in the performance of this contract; except that the indemnity provided for in this paragraph shall not apply to liability resulting from the sole negligence or fault of CITY, its officers, agents, or employees and in the event of joint and concurrent negligence or fault of CONCESSIONAIRE and CITY, responsibility, and indemnity, if any, shall be apportioned comparatively in accordance with the laws of the State of Texas, without waiving any governmental immunity available to the City under Texas law and without waiving any defenses of the parties hereto and are not intended to create or grant any rights, contractual or otherwise, to any other person or entity.



AUTHORIZATION FORM

Please read the following statements carefully.

The purpose of this form is to notify you that City of Dallas ("Company") will use Quick Search, 4155 Buena Vista, Dallas, Texas 75204, (214)358-2880 ext. 122 to obtain a consumer report and / or investigative consumer report as part of the hiring process for employment purposes to the extent permitted by law.

Consumer Reports: I authorize the Company to perform a consumer report and / or investigative consumer report that may include a Social Security Validation, Seven Year Address History, County Criminal Searches for all counties and Federal District Searches lived in going back a minimum of seven years, National Criminal Database Search, 50 State Sex Offender Search, Motor Vehicle Record Search, Education Verification, Employment Verification, Professional License Verification, Google Search as well as a Pre-employment Credit Report as required on a position basis.

Education and Employment: I authorize schools, colleges and all scholastic institutions to release any and all information requested. This includes transcripts, grades, attendance records, and any other information requested. I authorize all former and current employers to release any and all information regarding my employment history. This includes all information contained in my personnel file, salary history, condemnations, and all other pertinent information. I further authorize my supervisors and other work associates to disclose their opinions and observations of my work habits, qualities, competency, and skills.

Authorization and Understanding: I authorize custodians of the records of any agency, government agency, or company as described above to release such information upon request of any investigator, agent or representative of the Company. I understand that any or all of these investigations or inquiries can be performed prior to and periodically throughout the duration of my employment. I understand that the information requested is for the use by the Company and may be re-disclosed only as authorized by law. I understand that I have the right to request from the Company a written disclosure of the nature and scope of the investigation conducted that I authorized above.

If you are a Minnesota, California, Maine, New Jersey, Oklahoma or New York resident only and you want a copy of your report, check here _____.

I indemnify, release, and hold harmless the Company, any agents of the Company, or others reporting to or for the Company, any investigators, all former employers, reporting agencies, and all those supplying references and character references, from any and all claims, defamation, demands, an/or liabilities arising out of, or related to, such investigations, disclosures, or admissions. Copies, scans and facsimile transmissions of this authorization that show my signature are as valid as the original release signed by me.

APPLICANT SIGNATURE: _____

| | | TO BE COMPLETED BY APPLICANT | | | | | | | | | | | | | | | | | | | | | |
|------------------|-------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | The Following Information Is True And Correct To The Best Of My Knowledge And Is Used For Identification And Investigative Purposes Only. PLEASE USE AN INK PEN AND PRINT CLEARLY. USE "UPPER CASE" LETTERS. ONE LETTER PER BLOCK. | | | | | | | | | | | | | | | | | | | | | |
| Self | Last Name | | | | | | | | | | | | | | | | | | | | | | |
| | First Name | | | | | | | | | | | | | | | | | | | | | | |
| | Middle Name | | | | | | | | | | | | | | | | | | | | | | |
| | Maiden Name | | | | | | | | | | | | | | | | | | | | | | |
| | Previous Married Name 1 | | | | | | | | | | | | | | | | | | | | | | |
| | Previous Married Name 2 | | | | | | | | | | | | | | | | | | | | | | |
| | Date of Birth | | | | | | | | | | | | | | | | | | | | | | |
| | SS# Number | | | | | | | | | | | | | | | | | | | | | | |
| | Driver's License Number | | | | | | | | | | | | | | | | | | | | | | |
| | Cell Phone | | | | | | | | | | | | | | | | | | | | | | |
| Home Phone | | | | | | | | | | | | | | | | | | | | | | | |
| Email Address | | | | | | | | | | | | | | | | | | | | | | | |
| | | RESIDENTIAL ADDRESS (PLEASE FILL IN BELOW) | | | | | | | | | | | | | | | | | | | | | |
| Former / Current | Street Address | | | | | | | | | | | | | | | | | | | | | | |
| | City / State / Zip | | | | | | | | | | | | | | | | | | | | | | |
| | Street Address | | | | | | | | | | | | | | | | | | | | | | |
| | City / State / Zip | | | | | | | | | | | | | | | | | | | | | | |

DEPARTMENT _____ POSITION APPLIED FOR _____



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Consumer Reports: I authorize the Company to perform a consumer report and / or investigative consumer report that may include a Social Security Validation, Seven Year Address History, County Criminal Searches for all counties and Federal District Searches lived in going back a minimum of seven years, National Criminal Database Search, 50 State Sex Offender Search, Motor Vehicle Record Search, Education Verification, Employment Verification, Professional License Verification, Google Search as well as a Pre-employment Credit Report as required on a position basis.

Education and Employment: I authorize schools, colleges and all scholastic institutions to release any and all information requested. This includes transcripts, grades, attendance records, and any other information requested. I authorize all former and current employers to release any and all information regarding my employment history. This includes all information contained in my personnel file, salary history, condemnations, and all other pertinent information. I further authorize my supervisors and other work associates to disclose their opinions and observations of my work habits, qualities, competency, and skills.

Authorization and Understanding: I authorize custodians of the records of any agency, government agency, or company as described above to release such information upon request of any investigator, agent or representative of the Company. I understand that any or all of these investigations or inquiries can be performed prior to and periodically throughout the duration of my employment. I understand that the information requested is for the use by the Company and may be re-disclosed only as authorized by law. I understand that I have the right to request from the Company a written disclosure of the nature and scope of the investigation conducted that I authorized above.

If you are a Minnesota, California, Maine, New Jersey, Oklahoma or New York resident only and you want a copy of your report, check here _____.

I indemnify, release, and hold harmless the Company, any agents of the Company, or others reporting to or for the Company, any investigators, all former employers, reporting agencies, and all those supplying references and character references, from any and all claims, defamation, demands, an/or liabilities arising out of, or related to, such investigations, disclosures, or admissions. Copies, scans and facsimile transmissions of this authorization that show my signature are as valid as the original release signed by me.

APPLICANT SIGNATURE: _____

| TO BE COMPLETED BY APPLICANT | |
|--|---|
| The Following Information Is True And Correct To The Best Of My Knowledge And Is Used For Identification And Investigative Purposes Only. PLEASE USE AN INK PEN AND PRINT CLEARLY. USE "UPPER CASE" LETTERS. ONE LETTER PER BLOCK. | |
| Self | Last Name |
| | First Name |
| | Middle Name |
| | Maiden Name |
| | Previous Married Name 1 |
| | Previous Married Name 2 |
| | Date of Birth |
| | SS# Number |
| | Driver's License Number |
| | Cell Phone |
| | Home Phone |
| | Email Address |
| | RESIDENTIAL ADDRESS (PLEASE FILL IN BELOW) |
| Former | Street Address |
| | City / State / Zip |
| | Street Address |
| | City / State / Zip |
| Current | Street Address |
| | City / State / Zip |
| | Street Address |
| | City / State / Zip |

DEPARTMENT _____ POSITION APPLIED FOR _____



AUTHORIZATION FORM

Please read the following statements carefully.

| EDUCATION INFORMATION | | | | | | | | | | | | | | |
|-------------------------|---------------------------|--|--|----------------|--|--|--|--|--|--|--|-------|--|--|
| High School | School Name | | | | | | | | | | | | | |
| | Diploma or GED? | | | | | | | | | | | | | |
| | City | | | | | | | | | | | State | | |
| | Year of Graduation | | | Dates Attended | | | | | | | | | | |
| | Name Used While Attending | | | | | | | | | | | | | |
| Highest Degree Attained | College Name | | | | | | | | | | | | | |
| | Degree Attained | | | | | | | | | | | | | |
| | Major | | | | | | | | | | | | | |
| | City | | | | | | | | | | | State | | |
| | Year of Graduation | | | Dates Attended | | | | | | | | | | |
| | Name Used While Attending | | | | | | | | | | | | | |
| Other Degree | College Name | | | | | | | | | | | | | |
| | Degree Attained | | | | | | | | | | | | | |
| | Major | | | | | | | | | | | | | |
| | City | | | | | | | | | | | State | | |
| | Year of Graduation | | | Dates Attended | | | | | | | | | | |
| | Name Used While Attending | | | | | | | | | | | | | |

DEPARTMENT _____ POSITION APPLIED FOR _____



AUTHORIZATION FORM

Please read the following statements carefully.

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **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 (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies.

See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

DEPARTMENT _____ POSITION APPLIED FOR _____



AUTHORIZATION FORM

Please read the following statements carefully.

• **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

| TYPE OF BUSINESS | CONTACT |
|---|--|
| 1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates. | Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20006 |
| b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau: | Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357 |
| 2. To the extent not included in item 1 above: | |
| a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks | Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 |
| b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act | Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480 |
| c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations | FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106 |
| d. Federal Credit Unions | National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314 |
| 3. Air carriers | Asst. General Counsel for Aviation Enforcement & Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20590 |
| 4. Creditors Subject to Surface Transportation Board | Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, DC 20423 |
| 5. Creditors Subject to Packers and Stockyards Act | Nearest Packers and Stockyards Administration area supervisor |
| 6. Small Business Investment Companies | Associate Deputy Administrator for Capital Access United States Small Business Administration 406 Third Street, SW, 8th Floor Washington, DC 20416 |
| 7. Brokers and Dealers | Securities and Exchange Commission 100 F St NE Washington, DC 20549 |
| 8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations | Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090 |
| 9. Retailers, Finance Companies, and All Other Creditors Not Listed Above | FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580, Phone: (877) 382-4357 |

DEPARTMENT _____ POSITION APPLIED FOR _____