



## CANDIDATE INSTRUCTIONS FOR CREDENTIAL VERIFICATION

Thank you for ordering a verification of your credentials through MyTruSeal.com. Our records indicate you have ordered a search that requires us to obtain your written consent in order to access the information. This may include but is not limited to Motor Vehicle Driving Records, Educational Degree and Past Employment Verifications. Therefore, we would ask that you please do the following so that we may expedite the processing of your background investigation report.

### **ACTION REQUIRED!**

1. Please complete and sign the enclosed authorization and release form.
2. Please make a legible photocopy of your Driver's License.
3. Please submit both of the above documents to MyTruSeal by fax or email.

Fax Toll Free: (866) 288-1384

Email: [support@mytruseal.com](mailto:support@mytruseal.com)

Processing of your ordered searches cannot be completed until these documents are received.

Thank you.



**CANDIDATE** Complete the following information. (Please Print Clearly.)

Last: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

SSN: \_\_\_\_\_ D.L. #: \_\_\_\_\_ State: \_\_\_\_\_

Birth date: \_\_\_\_\_ Phone: \_\_\_\_\_

**DISCLOSURE, ACKNOWLEDGMENT AND  
AUTHORIZATION FOR BACKGROUND INVESTIGATION**  
[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING]

In connection with my participation with MyTruSeal.com, I understand that I am being offered the option of having a preliminary background check run about me at my written direction and consent. This means that MyTruSeal.com and TruDiligence, LLC, a background screening provider located at 3190 S. Wadsworth Blvd., Suite 260, Lakewood, CO 80227, phone: (877) 306-6158, will run a background investigation about me pursuant to my authorization below. This background information may include information relating to my character, general reputation, personal characteristics, and mode of living. These reports may also contain information regarding my criminal history, verification and investigation into my education or employment history, motor vehicle driving record and other background information. I understand that the results of this background check will be communicated directly to me through a hyperlink to my report stored on MyTruSeal.com servers and that I will control the dissemination of the report contents from there.

**AUTHORIZATION**

I hereby authorize and direct MyTruSeal.com and TruDiligence, LLC to obtain information about my background as stated above. I understand this authorization will be valid throughout my involvement with MyTruSeal.com and if I wish to withdraw this authorization, I must contact TruDiligence at 3190 S. Wadsworth Blvd., Suite 260, Lakewood, CO 80227, phone: (877) 306-6158. I hereby authorize, without reservation, any law enforcement agency, department of motor vehicles, administrator, state or federal agency, institution, school or university (public or private), information service bureau or employer to furnish any and all background information requested by MyTruSeal.com and TruDiligence, LLC. I release all persons, including past employers, schools, credit bureaus, and government agencies, from any liability or damages stemming from their having furnished such information, and release MyTruSeal.com and TruDiligence, LLC from any liability in preparing my background information at my direction.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_