



Consumer Dispute Form

Instructions

If you believe there is inaccurate or incomplete information in your report, you have the right to file a consumer dispute with MBI Worldwide. We will reinvestigate the report free of charge and make any necessary changes within 30 days of receiving this form.

Step 1: Complete this form.

In the Nature of Dispute section, try to be as precise as possible about why you believe the disputed element (or elements) is inaccurate or incomplete.

Step 2: Attach any supporting documentation (optional).

If you have supporting documentation (e.g., a court expungement letter, proof of employment, etc.) be sure to include a copy with your form. Your detailed explanation and/or supporting documentation could help to expedite the reinvestigation process and resolve your dispute quicker.

Step 3: Submit this form and any supporting documentation.

Email, fax or mail in your completed form and supporting documentation to our Compliance Department.

Your Full Legal Name: _____

Your Physical Address as it appears on the consumer report:

Address: _____

City: _____ State: _____ Zip Code: _____

Your email address: _____ Date of the Report: _____

The Name of the Employer that Ran the Report: _____

Disputed Report Elements (if you need additional space you may use the attached page):

When, following the appropriate research, the dispute has been completed and info has either been removed, modified or not changed, do you consent to receiving that correspondence electronically? If you do not provide authorization, we will send your notice by regular mail. This can result in delayed communication.

I consent to receive correspondence electronically. _____ yes _____ no.

Distribution: After completing this form, please forward to the following email address: compliance@mbiworldwide.com ; or Mailing Address:

MBI Worldwide Background Checks & Drug Screening
Attention: Compliance Department
101 N. Park Ave; Suite 200
Herrin, IL 62948
Toll Free Number: 866-275-4624



Disputed Report Elements (Continued):

Distribution: After completing this form, please forward to the following email address: compliance@mbiworldwide.com ; or Mailing Address:

MBI Worldwide
Attention: Compliance Department
101 N. Park Ave; Suite 200
Herrin, IL 62948