

**JUSTIFACTS CREDENTIAL VERIFICATION, INC.**

8085 Saltsburg Road, Suite 100, Pittsburgh, PA 15239

PHONE: (800) 356-6885 ~ FAX: (412) 798-4799

[www.justifacts.com](http://www.justifacts.com)

**EXAMPLE ADVERSE ACTION LETTER RE: EMPLOYMENT**

Dear Applicant:

This letter is to notify you that we are unable to make you an offer of employment based on our hiring criteria, including information received from Justifacts Credential Verification, Inc. (Justifacts). We have included a copy of your rights under the Fair Credit Reporting Act.

Please note that Justifacts does not make these decisions and is unable to provide you with the specific reasons for them. You have the right to determine the Nature and Scope of the information contained in the report we received from Justifacts. To obtain this information you will need to provide your full name, mailing address, social security number, the name of our company and a photocopy of your drivers license and social security number card for identification purposes to:

**Justifacts Credential Verification, Inc.  
FCRA Compliance  
8085 Saltsburg Road, Suite 100  
Pittsburgh, PA 15239  
1-800-356-6885**

Thank you for your interest in our company.

Sincerely,