



## Compliance Addendum

In our continuing efforts to keep our customers up-to-date and informed of the changes in Federal and State Laws as well as significant regulatory issues concerning Consumer Reports, we have assembled the following information for your review and signature.

- The reports that your company obtains from Softech may not be offered for sale over the internet, sent via email or provided to a third party, except from an insurance agency to an insurance company during the underwriting or renewal process.
- When a report is ordered, you cannot pass this information to a third party (i.e., employer to insurance agent or insurance agent to employer) either in verbal or written form. This is due to F.C.R.A. regulations that state a report that could be used in an employment decision is a "consumer report". Consumer reports have stringent guidelines and restrictions regarding their use, and any reports ordered through Softech must be identified as an "insurance" or "employment" request when first ordered, and cannot be used for a dual purpose.
- Anytime a record request is made, a signed release by the person for whom the report is ordered must be received and maintained by the customer ordering the report. It is required that copies of releases be maintained for a period of at least five (5) years from the request date.
- If at anytime your company considers taking adverse action based on the reports requested from Softech, refer to the FCRA at the Federal Trades Commission website at <http://www.ftc.gov/os/statutes/fcrajump.htm>.
- Softech conducts random audits to ensure compliance requirements are adhered to.
- Required State Forms may be found on our website at [http://www.softechinternational.com/account\\_apps.htm](http://www.softechinternational.com/account_apps.htm) Utilize the appropriate form for your business needs, (i.e. Employment or Insurance) **Note:** For Georgia MVRs, all customers ordering employment related MVR requests must have a **notarized** release form from the individual on each report requested.
- Federal Laws regarding appropriate uses of MVR and other Consumer Reports are available at the following sites:

Federal Trades Commission <http://ftc.gov>  
Privacy Rights Clearinghouse <http://www.privacyrights.org>  
Electronic Privacy Information Center <http://epic.org>

If you have any questions regarding the above information, please contact us at 888-318-7979.

RETURN THIS COMPLIANCE REQUIREMENT ACKNOWLEDGEMENT TO SOFTECH VIA FAX AT 305.253.1440 TO ACCESS MOTOR VEHICLE REPORTS AND OTHER COSNUMER REPORTS.

Company Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_ Title: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_