

**BACKGROUND CHECK INTERNATIONAL  
CLIENT SERVICE AGREEMENT**

The undersigned for \_\_\_\_\_, the "Client", does hereby desire to use the services of Background Check International (BCI). Client hereby certifies that the information ordered from, and submitted to BCI will be requested under the following conditions:

1. BCI agrees to:
  - a) Comply with all applicable laws in the preparation and transmission of the reports for employment purposes as defined in 15 USC-1681 et sq., as regulated by the Federal Trade Commission.
  - b) Follow reasonable procedures to assure maximum possible accuracy of information reported subject to paragraph 2-c below, and to re-verify if requested by Client or their applicant, with no additional charge if original information was inaccurate.
  - c) Upon written request made by the applicant to BCI or to the Client within a reasonable period of time after the receipt by applicant of the disclosure required by subsection 12 USC-1681d, BCI shall make a complete and accurate disclosure of the nature and scope of the investigation required. This disclosure shall be made in writing, mailed, or otherwise delivered to the applicant not later than Five (5) days after the date on which the request for such disclosure was received from the applicant.
  - d) Maintain all information on each background check including; applications, resumes, report request forms, signed consent forms, notes and logs for a period of not less than two years as required by law.
  
2. Client agrees:
  - a) To keep all reports, whether oral or written, strictly confidential, and except as required under 15 USC-1681d, shall not divulge the information to any other person, except the person whose duty requires him to participate in the decision for the transaction for which the report was ordered.
  - b) To request no information, especially Consumer Credit Reports for use other than for employment purposes and to obtain and retain a proper signed release and authorization from each applicant.
  - c) To recognize that information in reports is secured from and processed by fallible sources (human and otherwise) and that for the fee charged, BCI cannot be an insurer or guarantor of the accuracy of the information reported, but that BCI will provide the maximum degree of accuracy possible, under the circumstances. Client hereby releases BCI and its affiliates, officers, agents, employees and contractors from liability from claims arising out of inaccuracy and/or incompleteness of the information reported and any errors and omissions that may occur in the processing of the information.
  - d) That BCI is not rendering a decision of whether to employ applicant or not. That decision is solely based on the Client's own criteria.
  
3. BCI has provided Client with a schedule of the charges for its reports and services. BCI will give reasonable prior notice (not less than thirty (30) calendar days) of any change in this schedule of charges. **NOTE: BCI invoices on orders received.** Client does hereby acknowledge that BCI fees are due upon delivery of each invoice, unless credit has been approved authorizing extended billing. A charge of 1.5% per month shall apply to any late payment. Client does agree to promptly pay invoices. Invoices will be paid within \_\_\_\_ days of the date of the invoice. Client's failure to pay will be subject to the laws of the State of California. This contract sets no terms for volume of reports to be ordered, and as such will continue in effect until terminated upon written notice by either party. Notwithstanding the cessation of this business relationship, the indemnification terms of this contract as specified in paragraphs 2. c & d above shall remain in effect in perpetuity.

CLIENT: \_\_\_\_\_

Background Check International

BY: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_