

NOTICE TO VICTIMS OF HUMAN TRAFFICKING

Under federal law, victims of severe forms of trafficking, such labor or sex trafficking, may submit requests to background screening companies to have adverse information resulting from that trafficking blocked from background check reports.

Sex trafficking means you were recruited, transported, solicited, or harbored for the purpose of a commercial sex act or if you were induced into a commercial sex act by force, fraud, or coercion.

Labor trafficking means you were transported or harbored by force or fraud for slavery, debt bondage, or involuntary servitude.

If you believe you are eligible to have trafficking-related adverse information blocked from your background check report, you need to do four things:

- (1). Submit proof of identity to us.
- (2). Submit trafficking determination documentation to us.
- (3). Submit documentation identifying the adverse information to be blocked.
- (4). Provide us with a preferred method of contacting you or your designated representative.

Submitting Proof of Identity

To submit proof of identity, please mail a color photocopy of one of the following documents:

- Driver's License or ID card issued by a State
- U.S. Passport
- Permanent Resident Card or Alien Registration Receipt Card
- Employment Authorization Document containing a photograph
- ID card issued by federal, state, or local government agency, provided it contains a photograph

If you don't have any of these identification documents, please contact our Compliance Team to discuss alternate ways of demonstrating identity.

Submitting Trafficking Determination Documentation

To be eligible for a block of adverse information, you must demonstrate that a determination has been made that you were a victim of trafficking. This determination must be documented in writing. The following agencies may be able to assist you:

- A Federal, State, or Tribal agency
- An authorized non-governmental organization or human trafficking task force
- A court of competent jurisdiction

Examples of determination documents include:

- Court decision
- Police report
- HHS Certification Letter
- U Visa with a certified Form I-918 Supplement B

Once you have obtained this documentation, please include a copy in your submission to us.

Submitting documentation identifying the adverse information

We will need to know what needs to be blocked. Please identify the specific criminal or civil case by case number, jurisdiction, offense charged, and disposition. If you are able to provide a copy of the case docket sheet or other documents from the case file, that will be helpful. Please note: if you seek to have credit history information blocked, such as delinquent debts, please contact one or more of the three nationwide credit bureaus.

Providing preferred method of contact

You are required to identify your preferred method of contact. This can be either electronic (email address) or by paper (physical mailing address).

Making your submission

Once you have gathered everything and you are ready to make your request to have adverse information blocked, please send your submission to one of the following addresses:

Total Insight Screening
Attn: Human Trafficking Dispute
One Beach Drive SE
St. Petersburg, FL 33701

or

Total Insight Screening
Attn: Human Trafficking Dispute
P.O. Box 1421
St. Petersburg, FL 33730

You may also submit your request via email to our dispute resolution team:
compliance@tiscreening.com.