

## **BACKGROUND CHECK CONSENT FORM**

In the interest of maintaining the safety and security of our customers, employees and property, Boise Cascade Company will order a "consumer report" (a background report) on you in connection with your employment application, application to provide services to the Company, or application to work for or provide services to any of the Company's contractors. If you are hired, if you are retained to provide services to the Company either directly or through a contractor, or if you already work for or provide services to the Company, the Company may order additional background reports on you for employment and/or business purposes in the future. The Company also may order an "investigative consumer report." An "investigative consumer report" is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without personal interviews). The most common form of investigative consumer report is an investigation into your employment history.

The background report company (or "CRA") – Sterling InfoSystems, Inc. ("Sterling") – will prepare the background report for the Company. Sterling is located at 6111 Oak Tree Blvd., Independence, OH 44131, and can be reached at 800-853-3228, option 2. The privacy policies for Sterling can be found at its website: [www.sterlinginfosystems.com](http://www.sterlinginfosystems.com).

The background report may contain information concerning your character, general reputation, personal characteristics, mode of living, criminal history and credit standing. The types of information that may be ordered include, but are not limited to: criminal, public, educational, employment and motor vehicle records checks; verification of prior employment; reference, licensing and certification checks; credit reports; bankruptcies; lawsuits; judgments; paid tax liens; unlawful detainer actions; failure to pay spousal or child support; accounts placed for collection; character; general reputation; personal characteristics; standard of living; and Social Security number verification, subject to any limitations imposed by applicable federal, state, and local law. Information may be obtained from private and public record sources, and for investigative consumer reports, from personal interviews with your former employers, schools, financial institutions, landlords, associates, friends and neighbors. You have the right to request more information about the nature and scope of an investigative consumer report, if any, by contacting the Company's Corporate Security Department at 208-384-7563.

### **STATE SPECIFIC NOTICES**

If you live in or are seeking to work for or provide services to the Company in any of the states listed below, please note the following:

**CALIFORNIA:** You have a right to view the file that the CRA has with your information, and order a copy of the file, upon submitting proper identification and paying copying costs, by coming to their offices, during normal business hours and on reasonable notice, or by mail. You also may ask for a file-summary by telephone. The CRA can answer questions about information in your file including any coded information. If you come to their offices in person, another person can join you, so long as that person can show proper identification. More information is set out below.

**MAINE:** If you contact the Company's Corporate Security Department at 208-384-7563, you have the right to know within 5 business days whether the Company ordered an investigative consumer report about you, and if so, also the address and telephone number of the nearest office for the CRA. You have the right to ask the CRA for a copy of any such report and to promptly receive the copy from the CRA.

**MASSACHUSETTS:** If you contact the Company's Corporate Security Department at 208-384-7563, you have the right to know whether the Company ordered an investigative consumer report about you. You also have the right to ask the CRA for a copy of any such report.

**MINNESOTA:** You have the right in most circumstances to submit a written request to the CRA for a complete and accurate disclosure of the nature and scope of any consumer report the Company ordered about you. The

CRA must provide you with this disclosure within 5 days after its receipt of your request or the date the report was requested by the Company, whichever date is later.

**NEW JERSEY:** You have the right to submit a request to the CRA for a copy of any investigative consumer report the Company ordered about you.

**NEW YORK:** If you contact the Company's Corporate Security Department at 208-384-7563, you have the right to know whether the Company ordered a consumer report or investigative consumer report about you. Shown above is the address and telephone number for the CRA. You have the right to contact the CRA to inspect or receive a copy of any such report. A copy of Article 23-A of the Correction Law is provided below.

**WASHINGTON STATE:** If you submit a written request to the Company's Corporate Security Department at 1111 West Jefferson Street, Suite 200, Boise, Idaho 83702, you have the right to a complete and accurate disclosure of the nature and scope of any investigative consumer report the Company ordered about you. You are entitled to this disclosure within 5 days after the date your request is received or we ordered the report, whichever is later. You also have the right to request a written summary of your rights under the Washington Fair Credit Reporting Act.

### **BACKGROUND CHECK AUTHORIZATION**

After carefully reading this Background Check Consent Form and Background Check Authorization form, I authorize the Company to order my background check, including investigative consumer reports. I understand that, as allowed by law, the Company may rely on this authorization to order additional background reports without asking me for my authorization again (1) during my employment or during the period that I provide services to the Company, and (2) from companies other than the CRA identified above.

I also authorize all of the following to disclose to the CRA and its agents all information about or concerning me, including but not limited to: my past or present employers; learning institutions, including colleges and universities; law enforcement and all other federal, state and local agencies; federal, state and local courts; the military; credit bureaus; testing facilities; motor vehicle records agencies; all other private and public sector repositories of information; and any other person, organization, or agency with any information about or concerning me. The information that can be disclosed to the CRA and its agents includes, but is not limited to, information concerning my employment and earnings history, education, credit history, motor vehicle history, criminal history, military service, professional credentials and licenses.

I promise that all of my personal information on this form is true and correct and understand that dishonesty will disqualify me from consideration for employment with the Company or from providing services to the Company. I further understand that if I am hired, already work for the Company, am retained to provide services to the Company, or am providing services to the Company, that my employment or relationship with the Company may be terminated due to dishonesty. I also agree that a copy of this form is valid like the signed original. I acknowledge receipt of the attached summary of my rights under the Fair Credit Reporting Act and, as required by law, any related state summary of rights.

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Maiden Names \_\_\_\_\_ Years Used \_\_\_\_\_

Other Names \_\_\_\_\_ Years Used \_\_\_\_\_

Social Security Number \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Other Driver's Licenses Held in Past 5 Years (include states) \_\_\_\_\_

**FOR IDENTIFICATION PURPOSES ONLY:** Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year)

Present Street Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Present Telephone Number \_\_\_\_\_

Residential Addresses Within Seven Years (use a separate sheet as needed)

Prior Street Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

From \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year) To \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year)

Prior Street Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

From \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year) To \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year)

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date: (Month/Day/Year)

**If you live, work, or provide services for the Company in California, Maine, Massachusetts, Minnesota, New Jersey, Oklahoma or Washington:** Check this box if you would like a free copy of your background report:

**Para informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, D.C. 20006.**

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written

consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

TYPE OF BUSINESS	CONTACT
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.	a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20006
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:	b. Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450, Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street, Alexandria, VA 22314

3. Air Carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20590
4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F St. NE Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357

**(CALIFORNIA APPLICANTS ONLY)**  
**A SUMMARY OF YOUR RIGHTS UNDER CALIFORNIA CIVIL CODE SECTION 1786.22**

- (a)** An investigative consumer reporting agency shall supply files and information required under Section 1786.10 during normal business hours and on reasonable notice.
- (b)** Files maintained on a consumer shall be made available for the consumer's visual inspection, as follows:
- (1)** In person, if he appears in person and furnishes proper identification. A copy of his file shall also be available to the consumer for a fee not to exceed the actual costs of duplication services provided.
  - (2)** By certified mail, if he makes a written request, with proper identification, for copies to be sent to a specified addressee. Investigative consumer reporting agencies complying with requests for certified mailings under this section shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the investigative consumer reporting agencies.
  - (3)** A summary of all information contained in files on a consumer and required to be provided by Section 1786.10 shall be provided by telephone, if the consumer has made a written request, with proper identification for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to the consumer.
- (c)** The term "proper identification" as used in subdivision (b) shall mean that information generally deemed sufficient to identify a person. Such information includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if the consumer is unable to reasonably identify himself with the information described above, may an investigative consumer reporting agency require additional information concerning the consumer's employment and personal or family history in order to verify his identity.
- (d)** The investigative consumer reporting agency shall provide trained personnel to explain to the consumer any information furnished him pursuant to Section 1786.10.
- (e)** The investigative consumer reporting agency shall provide a written explanation of any coded information contained in files maintained on a consumer. This written explanation shall be distributed whenever a file is provided to a consumer for visual inspection as required under Section 1786.22.
- (f)** The consumer shall be permitted to be accompanied by one other person of his choosing, who shall furnish reasonable identification. An investigative consumer reporting agency may require the consumer to furnish a written statement granting permission to the consumer reporting agency to discuss the consumer's file in such person's presence.

**(NEW YORK APPLICANTS ONLY)**  
**ARTICLE 23-A, NEW YORK STATE CORRECTION LAW**

**§ 750. Definitions.** For the purposes of this article, the following terms shall have the following meanings:

- (1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.
- (2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.
- (3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
- (4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
- (5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

**§ 751. Applicability.** The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

**§ 752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.** No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

- (1) there is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or
- (2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

**§ 753. Factors to be considered concerning a previous criminal conviction; presumption.**

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:
  - (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
  - (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
  - (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
  - (d) The time which has elapsed since the occurrence of the criminal offense or offenses.
  - (e) The age of the person at the time of occurrence of the criminal offense or offenses.
  - (f) The seriousness of the offense or offenses.
  - (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
  - (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

**§ 754. Written statement upon denial of license or employment.** At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

**§ 755. Enforcement.**

1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.
2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

**(State of Washington Applicants Only)**  
**A Summary of Your Rights**  
**Under the Washington Fair Credit Reporting Act**  
**Pertaining to Consumer Reports Obtained for Employment Purposes**

The Washington Fair Credit Reporting Act (Chapter 19.182 RCW) provides rights similar to those provided by the federal Fair Credit Reporting Act. The following outlines particular rights provided to you by the Washington law with respect to consumer reports obtained for employment purposes.

- **Employers may not obtain a consumer report for employment purposes that bears on the individual's credit worthiness, credit standing or credit capacity unless the reasons for obtaining the report are either "substantially job related" or "required by law."** For a person to obtain a consumer report for employment, where any information contained in the report bears on the consumer's credit worthiness, credit standing, or credit capacity, the information must be either substantially job related or required by law. Where the information is substantially job related the employer must disclose its reasons for the use of such information in writing to the consumer.
- **Before an employer obtains a consumer report on a job applicant, the applicant must be informed or must authorize the report.** Before an employer may obtain a consumer report for employment purposes on a job applicant, the applicant must either receive a written disclosure that a consumer report may be obtained for purposes of considering the applicant for employment, or the applicant must authorize the procurement of the report.
- **Before an employer takes an adverse employment action against a job applicant or employee based on a consumer report, the employer must provide the following information:** The name, address, and telephone number of the reporting agency furnishing the consumer report; and a description of the applicant's or employee's rights under Washington law pertaining to consumer reports obtained for employment purposes (this summary is a description of those rights).
- **Applicants and employees must be given a reasonable opportunity to respond to information in a consumer report that is disputed before an adverse employment action is taken.** Before taking an adverse employment action based on information in a consumer report, an employer must give the applicant or employee a reasonable opportunity to respond to any information in the report that is disputed.
- **Applicants and employees have the right to receive written notification of final adverse employment action taken against them based on a consumer report.** Applicants and employees have the right to receive written notification of any final adverse employment action taken against them that is based on information in a consumer report.
- **Current employees must be notified that consumer reports may be used for employment purposes.** In most cases, before an employer may obtain a consumer report for employment purposes on a current employee the employee must have received written notice from the employer, at any time after the person becomes an employee, that consumer reports may be used for employment purposes. This requirement does not apply with respect to a consumer report on a current employee whom the Company has reasonable cause to believe has engaged in specific activity that constitutes a violation of the law.

The Attorney General of Washington can be contacted at 1125 Washington St SE, P.O. Box 40100, Olympia, WA 98504 and (360) 753-6200.