

FAIR CREDIT REPORTING ACT DISCLOSURE

Sandia Corporation (Sandia) engages as independent consultants/professional service provider with access to DOE's Sandia National Laboratories (SNL) facilities, information and property only persons who are eligible for a DOE granted access clearance; consequently, Sandia may wish to obtain a *consumer report* from a *consumer reporting agency* prior to engaging your services an independent consultant to SNL. In this case, Sandia National Laboratories seeks your consent to obtain a consumer report because:

- The terms *consumer*, *consumer reporting agency*, and *consumer report* are defined in the Fair Credit Reporting Act (FCRA), which applies to you. Under the FCRA, you are a *consumer*.
- A *consumer reporting agency* is a person or business that, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers to furnish *consumer reports* to others, such as Sandia.
- A *consumer report* is any written, oral, or other communication of any information by a *consumer reporting agency* bearing on a consumer's credit worthiness, credit standing, credit capacity, or mode of living that is used or collected for the purpose of serving as a factor in establishing the consumer's eligibility for a security clearance and access purposes.
- A *consumer report* is not a report generated by Sandia in-house or information collected by Sandia employees from publicly available sources such as criminal records databases and your employment and personal references.

If Sandia obtains a *consumer report* about you, and if it considers any information in the report when making a decision to engage you as an independent consultant/professional service provider that directly and adversely affects you, you will be provided with a copy of the *consumer report* and a summary of your rights under the FCRA before the decision is finalized. You also may contact the Federal Trade Commission about your rights under the FCRA.

Before Sandia can obtain a *consumer report* about you; you must give your consent in writing. Your signature below confirms that you have read this section completely. Please complete the section below, which allows you to give your consent.

Signature of Applicant Date

AUTHORIZATION TO OBTAIN A CONSUMER REPORT

By signing below, I, _____, acknowledge that I have read the above document, entitled "Fair Credit Reporting Act Disclosure." I hereby voluntarily authorize Sandia and/or its agent, to obtain a *consumer report* about me from a *consumer reporting agency*, which may include information about my credit worthiness, credit standing, credit capacity, or mode of living. I also authorize Sandia, to consider the report when making decisions regarding my retention as an independent consultant to Sandia and I acknowledge that I have rights under the Fair Credit Reporting Act, including the rights discussed above in the "Fair Credit Reporting Act Disclosure".

I agree that a photocopy or telephonic facsimile of this authorization shall be valid as the original.

Signature of Applicant Date

Please Return Completed Form To:
Constance Koch, Sandia National Laboratories
P.O. Box 5800, MS-1475, Albuquerque, NM 87185-1475