



Dispute Form - Request for Reinvestigation

To dispute our report in the fastest and most effective way, please complete all information on this request for reinvestigation form. When completing this form, please:

- **Print slowly and clearly.**
- Clearly **identify each item** in your report that you believe is inaccurate, incomplete, or outdated. (Consider including a copy of your report with the items in question circled.)
- Clearly **tell us why** the item is inaccurate, incomplete, or outdated. (Consider using the attached page to specify why items are wrong if you are disputing criminal records.)
- Request that the item be removed or corrected.
- Include copies (NOT originals) of documents that you believe support your dispute.
- Sign this form.
- **Return the signed form to us by email – support@hrchex.com, by fax – 972-753-7856 or via mail – 1320 Greenway Dr. #460 Irving, TX 75038** If you choose mail as an option, please also email us an let us know that you have mailed us a dispute form. You will be contacted by us via email after we receive your signed form. If you do not hear from us in 24 hours after receipt, please email us to confirm we received your signed form.

Last Name	First Name	Middle Name	Suffix
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Street Address	City	State	Zip Code
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Daytime Telephone Number	Evening Telephone Number
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Social Security Number	Date of Birth
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Driver's License Number	State	email Address
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My signature below (1) authorizes you to disclose information to me about the report that Directscreening.com prepared about me and (2) requests that each item of information I am disputing be removed or corrected.

Signature	Date
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Reason for disputing criminal records

- a. Please provide details we should know about your dispute. Please be as specific as possible.
- b. Please use the information on the report to identify the record you are disputing. Each record has a number associated with it. Identifying the records by number will help us process your dispute faster.
- c. You can attach as many copies of this page as needed. If you attach multiple copies, it will be helpful for you to number the pages. This will make it easier for us to discuss each item with you if needed.

1. Criminal Record #: _____ **Source:** _____
Offense: _____ **Any related date:** _____

- This record is not about you.
- The record is about you, but it lists the wrong offense or lists a felony when you were convicted of a misdemeanor.
- This record is about you, but it doesn't correctly show what the result was (for example, the case was dismissed, but it shows you were convicted or it has the wrong date for your conviction).
- This record is about you, but it was later removed from public records (for example, the case was dismissed after probation, expunged, sealed or make non-public or you received a pardon).
- This record is about you, but it has other incorrect information; provide details:

2. Criminal Record #: _____ **Source:** _____
Offense: _____ **Any related date:** _____

- This record is not about you.
- The record is about you, but it lists the wrong offense or lists a felony when you were convicted of a misdemeanor.
- This record is about you, but it doesn't correctly show what the result was (for example, the case was dismissed, but it shows you were convicted or it has the wrong date for your conviction).
- This record is about you, but it was later removed from public records (for example, the case was dismissed after probation, expunged, sealed or make non-public or you received a pardon).
- This record is about you, but it has other incorrect information; provide details:

3. Criminal Record #: _____ **Source:** _____
Offense: _____ **Any related date:** _____

- This record is not about you.
- The record is about you, but it lists the wrong offense or lists a felony when you were convicted of a misdemeanor.
- This record is about you, but it doesn't correctly show what the result was (for example, the case was dismissed, but it shows you were convicted or it has the wrong date for your conviction).
- This record is about you, but it was later removed from public records (for example, the case was dismissed after probation, expunged, sealed or make non-public or you received a pardon).
- This record is about you, but it has other incorrect information; provide details:

Any Additional Information: