



Procedure for Consumer Disclosure and Reinvestigation:

Our commitment to furnish clients with reasonably accurate reproduction of information in public record information systems does not permit alteration of the substantive content of public record information products or services. However, when contacted by an individual concerning an alleged inaccuracy about that individual, Credential Check Corporation will in accordance with the Fair Credit Reporting Act:

1. **Investigate** the items (usually within 30 days) by presenting to its information source all relevant evidence the individual submits, unless the dispute is frivolous. The source must review the evidence and report its findings. (The source also must advise national CRA's -- to which it has provided the data -- of any error.) We will then provide a written report of the investigation, and a copy of the report if the investigation results in any change. If our investigation does not resolve the dispute, the individual may add a brief statement to their file. If an item is deleted or a dispute statement is filed, the individual may ask that anyone who has recently received the report be notified of the change.
2. **Inaccurate information must be corrected or deleted.** We will remove or correct inaccurate or unverified information from our files, usually within 30 days after the individual disputes it. If the dispute results in any change to the report, we cannot reinsert into the file a disputed item unless the information source verifies its accuracy and completeness. In addition, we will provide a written notice telling the individual the item was reinserted. The notice will include the name, address and phone number of the information source.
3. **Dispute inaccurate items with the source of the information.** If we are unable to resolve the inaccuracy to the satisfaction of the individual we will provide the name and contact information for our source and a copy of the Summary of Rights Under the Fair Credit Reporting Act to assist the individual in their dispute.

Hours of Operation: Monday-Friday 7:00 a.m. – 6:00 p.m. EST

Respectfully,

Michael A. Pachuta
President
Credential Check Corporation

CREDENTIAL CHECK CORPORATION

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