

UNITED STATES DEPARTMENT OF TRANSPORTATION

**Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the  
Fair Credit Reporting Act**

This is a release for the U.S. Department of Transportation to obtain one or more consumer credit reports about you in connection with your application for employment or in the course of your employment with the \_\_\_\_\_.

One or more reports may be obtained for employment purposes, and used for evaluating your fitness for employment, promotion, reassignment, retention or access to classified information.

I, \_\_\_\_\_, hereby authorize the U.S. Department of Transportation to obtain such reports(s) from any consumer/credit reporting agency for employment purposes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Current Organization Assigned

# PRIVACY ACT STATEMENT

**PURPOSE:** The U.S. Government conducts background investigations and reinvestigations to establish that applicants or incumbents employed by the government or working for the government under contract, are suitable for the job. Information from this form is used primarily as the basis for this investigation. Complete this form only after a conditional offer of employment has been made.

**AUTHORITY:** Depending upon the purposes of your investigation, the U.S. Government is authorized to ask for this information under Executive Order 10450, 10865, 12333, 12968: sections 3301 and 9101 of title 5 U.S. Code; sections 2165 and 2201 of title 42 U.S. Code; sections 781 and 887 of title 50 U.S. Code; and parts 5, 732, and 736 of title 5, Code of Federal regulations. Your Social Security number is needed to keep records accurate, because other people may have the same number and birth date. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

**VOLUNTARY NATURE OF DISCLOSURE:** Giving us the information we ask for is voluntary. However, we may not be able to complete your investigation, or complete it in a timely manner, if you don't give us each item of information we request. This may affect your placement or security clearance prospects.

**DISCLOSURE OF INFORMATION:** The information you give us is for the purpose of investigating you for employment or a security clearance; we will protect it from unauthorized disclosure. The collection, maintenance, and disclosure of background investigation information is governed by the Privacy Act. The U.S. Department of Transportation has published notices in the Federal Register describing the systems of records in which your records will be maintained. You may obtain copies of the relevant notices from the person who gave you this form. The information on this form, and information we collect during an investigation may be disclosed without your consent as permitted by the Privacy Act (5 USC 552a(b)) and as follows:

1. To the Department of Justice when: (a) the agency or any component thereof: or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity, or where the Department of Justice has agreed to represent the employee: or (d) the United States Government is a party to litigation or has interest in such litigation and by careful review, the agency determines that the records are both relevant and necessary to the litigation and the use of such records by the Department of Justice is therefore deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records.
2. To a court or adjudicative body in a proceeding when: (a) the agency or any component thereof: or (b) any employee of the agency in his or her official capacity: or (c) any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee: or (d) the United States Government, is party to litigation or has interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation and the use of such records is therefore deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records.
3. When a record on its face, or in conjunction with other records, indicates a violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute, particular program statute, regulation, rule, or order issued pursuant thereto, the relevant records may be disclosed to the appropriate Federal, foreign, State, local, tribal, or other public authority responsible for enforcing, investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation, or order.
4. To any source or potential source from which information is requested in the course of an investigation concerning the hiring or retention of an employee or other personnel action, or the issuing or retention of a security clearance, contract, grant, license, or other benefit, to the extent necessary to identify the individual, inform the source of the nature and purpose of the investigation, and to identify the type of information requested.
5. To a Federal, State, local, foreign, tribal or other public authority the fact that this system of records contains information relevant to the retention of an employee or the retention of a security clearance, contract, license, grant or other benefits. The other agency or licensing organization may then make a request supported by written consent of the individual for the entire record if it so chooses. No disclosure will be made unless the information has been determined to be sufficiently reliable to support a referral to another office within the agency or to another Federal agency for criminal, civil, administrative, personnel or regulatory action.
6. To contractors, grantees, experts, consultants, or volunteers when necessary to perform a function or service related to this record for which they have been engaged. Such recipients shall be required to comply with the Privacy Act of 1974 as amended.
7. To the news media or general public, factual information the disclosures of which would be in the public interest and which would not constitute an unwarranted invasion of personal privacy.
8. To a Federal, State or local agency, or other appropriate entities or individuals, or through established liaison channels to selected foreign governments. In order to enable an intelligence agency to carry out its responsibilities under the National Security Act of 1947 as amended, the CIA Act of 1949 as amended, Executive Order 12333 or any successor order, applicable national security directives, or classified implementing procedures approved by the Attorney General and promulgated pursuant to such statutes, orders or directives.
9. To a Member of Congress or to a Congressional staff member in response to an inquiry of a Congressional office made at the written request of the constituent about whom the record is maintained.
10. To the National Archives and Records Administration for records management inspections conducted under 44 USC 2904 and 2906.
11. To the Office of Management and Budget when necessary to the review of private relief legislation.