

# Advanced Reporting

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## Professional Background Screening Services

### DISPUTE FORM

*This form is being provided as a simplified means of communicating legitimate dispute only.  
By no means should accurate, valid and verifiable information be disputed.*

#### STEPS TO DISPUTE THE ACCURACY OF ANY ITEM ON YOUR CREDIT REPORT:

1. PLEASE READ "IMPORTANT INFORMATION" ON THE BACK BEFORE COMPLETING THIS DISPUTE FORM.
2. Fill Out this Dispute Form completely; supply photocopies of all proof of payment and/or documentation.
3. If you dispute information from more than one agency, fill out a separate form and dispute the information directly with them.
4. If your identifying information differs from the information listed on the credit report, a photocopy of your driver's license, Social Security card and a recent utility bill will help the Credit Reporting Agency expedite the reinvestigation.
5. Keep a photocopy of all information mailed to the Credit Reporting Agencies for your records.
6. Sign and mail directly to the Credit Reporting Agency who reported the information. The addresses are listed at the bottom of this form.

#### PLEASE USE A SEPARATE DISPUTE FORM FOR EACH CREDIT REPORTING AGENCY

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Jr, Sr, II, III IV \_\_\_\_\_  
Address \_\_\_\_\_ Social Security Number \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

#### DISPUTED ACCOUNT INFORMATION

Please read "IMPORTANT INFORMATION" on the back, before completing this dispute form.

- |  |   |  |   |
|--|---|--|---|
| 1. Company name _____<br>Account # _____<br><input type="checkbox"/> Not my account<br><input type="checkbox"/> Included in Bankruptcy<br><input type="checkbox"/> Other: (please explain) _____ | <input type="checkbox"/> Never paid late<br><input type="checkbox"/> Paid in full | 3. Company name _____<br>Account # _____<br><input type="checkbox"/> Not my account<br><input type="checkbox"/> Included in Bankruptcy<br><input type="checkbox"/> Other: (please explain) _____ | <input type="checkbox"/> Never paid late<br><input type="checkbox"/> Paid in full |
| 2. Company name _____<br>Account # _____<br><input type="checkbox"/> Not my account<br><input type="checkbox"/> Included in Bankruptcy<br><input type="checkbox"/> Other: (please explain) _____ | <input type="checkbox"/> Never paid late<br><input type="checkbox"/> Paid in full | 4. Company name _____<br>Account # _____<br><input type="checkbox"/> Not my account<br><input type="checkbox"/> Included in Bankruptcy<br><input type="checkbox"/> Other: (please explain) _____ | <input type="checkbox"/> Never paid late<br><input type="checkbox"/> Paid in full |

At your request, the Credit Reporting Agency will send the results of the reinvestigation to organizations who have reviewed your credit report within the past 6 months (12 months for Colorado, New York and Maryland residents) and/or employers who have inquired within the past two years. Please list the organizations you would like notified, using the space below. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Complete this form and mail the Credit Reporting Agency that reported the information.

**Equifax**  
Consumer Disputes  
PO Box 740256  
Atlanta, GA 30374  
800-685-1111

**Experian**  
Consumer Disputes  
PO Box 2002  
Allen, TX 75013  
888-397-3742

**Trans Union**  
Consumer Disputes  
PO Box 1000  
Chester, PA 19022  
800-888-4213

## IMPORTANT INFORMATION

ACCURATE INFORMATION CANNOT BE CHANGED OR REMOVED.

**HOW INFORMATION GETS ON YOUR CREDIT REPORT** - Organizations with whom you have submitted an application or an existing credit account may furnish your identifying information, employment and/or payment history on open and closed accounts to Credit Reporting Agencies (CRA's). Some organizations subscribe to one, two or all three major Credit Reporting Agencies. Court researchers obtain public record information from the courts and furnish the data to the three national Credit Reporting Agencies.

**HOW LONG INFORMATION REMAINS ON YOUR FILE** - As a *general rule* credit information remains on file for 7 years from the date of last activity. This includes open and closed accounts. There are exceptions; derogatory accounts remain on file for 7 years from the original date of delinquency. As Agreed/Closed accounts may remain on file for 10 years from the last reported date on the Trans Union file. Bankruptcy Chapter 13 remains on file for 7 years, Bankruptcy Chapter 7, 11 and 12 remain on file for 10 years from the date filed.

**UPDATING A BANKRUPTCY TO DISCHARGED** - If accounts included in a bankruptcy are not indicated as "Discharged" on your credit report, send a copy of your Schedule A which lists all debts that were included in the Bankruptcy along with your Bankruptcy Discharge, to the three 3 CRA's. With this documentation, the CRA's can properly update your credit file.

**DUPLICATE ACCOUNTS** - Some credit grantors issue both revolving and installment accounts using the same account number. Also, a new account number may be assigned due to a change of address, this would display as the same account with two different account numbers.

**STUDENT LOANS** - Student loans may be a collection of several small loans that were accepted each semester or school year. The same lender may report each small loan. The total should equal the loan amount you pay.

**BALANCE INFORMATION** - Since credit grantors supply information on a periodic basis, the balance shown may not be the balance it is today. If the balance reported was correct as of the status date, it is not necessary to dispute the balance on that account.

**DIVORCE DECREE** - A divorce decree does not supersede the original contract with the creditor and does not release you from legal responsibility on any accounts. You must contact each creditor individually and seek their legal binding release of your obligation. Only after that release can your credit history be updated accordingly.

**UNUSED CREDIT CARDS** - The best way to cancel credit card accounts that are no longer used is to call the lender and ask that the account be closed. Ask the customer service representative to note the account was closed at your request. You may want to send a letter to the lender making the same request.

**PRE-APPROVED CREDIT OFFERS** - Many companies and lenders utilize national credit reporting databases to obtain lists to offer pre-approved credit. If you prefer NOT to receive pre-approved offers, please notify the National Opt Out Request Line at (888) 567-8688. An automated attendant will explain the procedure and ask for your identifying information to remove your name from these lists.

**"CREDIT CLINICS" OR "CREDIT REPAIR CLINICS"** - If an organization claims it can remove negative — but accurate — credit information from your credit report, it is either lying or committing fraud. Their fees range from hundreds to thousands of dollars. Consumers can dispute inaccurate information directly with the Credit Reporting Agency for free or at minimal cost.

**NEW SOCIAL SECURITY NUMBER** - You must submit evidence that misuse of your old number has caused you recent or ongoing disadvantage. Obtaining a new number is not easy even if you've been victimized and truly need a new number. *It's a crime to apply for credit using a new or altered Social Security number if our intent is to change your identity and leave behind bad credit. If convicted you could face fines and even jail.*