



Dispute Department
9800 Mt. Pyramid Ct., Ste. 360, Englewood, CO 80112
Toll Free Number: 877-929-7878
Fax: 720-974-7889
Disputes@choicescreening.com

Request for Reinvestigation Form

To dispute your 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- Clearly **identify each item** in your report that you believe is inaccurate, incomplete, or outdated.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- Clearly **tell us why** the item is inaccurate, incomplete, or outdated.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.
- **Sign** this form.
- Include copies (NOT originals) of documents that you believe support your dispute.
- **Fax everything to our fax number** at the top of this letter (Email or mail it to our address at the top of this letter).

Last Name First Name Middle Name Suffix

Street Address City State Zip Code

Daytime Telephone Number Evening Telephone Number

Social Security Number Date of Birth

Driver's License Number State Email Address

My signature below (1) authorizes you to disclose information to me about the report that Choice Screening prepared about me and (2) requests that each item of information I am disputing be removed or corrected.

Signature Date

Important: Do you authorize Choice Screening to send information regarding your dispute to you via email? _____ Yes _____ No

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:
