

## Disputing My Consumer Background Report

Please complete and submit the information below along with a **government issued photo ID** to PTC via email to [admin@ptcassist.com](mailto:admin@ptcassist.com) or by fax to (620) 665-6376.

If you require additional assistance, please contact PTC Assist at (800) 294-8758, ext. 415.

Requests may also be sent via mail to: PTC Assist, LLC  
Attn: Dispute Manager  
9 Compound Drive  
Hutchinson, KS 67502

### Consumer Dispute Notice

\_\_\_\_\_  
**Full Name** (First, Middle, Last) (Please print clearly)

\_\_\_\_\_  
**Street Address** **City** **ST** **Zip**

( ) \_\_\_\_\_  
**Daytime Phone** **Email**

XXX-XX- \_\_\_\_\_  
**SSN** (Last 4 digits) **Date of Birth**

**What company ordered the report?** \_\_\_\_\_

**Please identify the information you wish to dispute.**

Criminal Record  Driving Record  Employment Record

Case #: \_\_\_\_\_ Case #: \_\_\_\_\_

Case #: \_\_\_\_\_ Case #: \_\_\_\_\_

Please provide a description of the information that you are disputing referencing case numbers as necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check this box if you attached a separate sheet with further dispute information.

By signing below, I am requesting a reinvestigation of my consumer report that was prepared in respect to my application form employment. I authorize you to notify the company that requested my report of my dispute and to provide them with the reinvestigation results. Furthermore, I authorize you to provide updated reports to other employers who may have received a report within the past two years that includes disputed information. I understand that I may contact PTC Assist at their toll-free number to advise them of the companies I would like to provide updated results to.

I affirm, to the best my knowledge, the information is true and accurate. The results of my reinvestigation will be mailed to the address I provided above.

Check this box if you request the results of your reinvestigation to be emailed to you instead.  
(Be sure correct email address is listed above.)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**