

Request a Copy of My Background Report

You may request, at any time, a copy of your background reports (if any) previously prepared by PTC Assist, LLC. by completing and submitting the information below. If you would prefer to submit your request by telephone, or 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: Administrator
7 Compound Drive
Hutchinson, KS 67502

Full Name (First, Middle, Last) (Please print clearly)

Street Address

City **ST** **Zip Code**

(_____) _____ **Daytime Phone** XXX - XX - _____ **SSN** (Last 4 digits) / / _____ **Date of Birth** (mm/dd/yyyy)

Check this box if you allow your background report to be emailed to you instead of via US Mail.
(If checked, please provide your email address.)

Email

Signature

Date

Please return via email to admin@ptcassist.com
or by fax to (620) 665-6376.