

## Requesting a Copy of your Background Report

You have three ways to request a copy of your background check report:

- **Fax:** By faxing a request letter to 720-302-9105
- **Email:** By emailing your request to [info@verityscreening.com](mailto:info@verityscreening.com)
- **Mail:** By mailing your request letter to:  
Verity Screening Solutions  
Compliance Department  
6834 S. University Blvd., Suite 506  
Centennial, CO 80122

Please include the following information with your request:

- Full name
- Social Security Number (do not provide if sending via email)
- Daytime phone number
- Copy of driver license or photo ID (please enlarge and ensure copy is clear and legible)
- Secondary form of ID
- Report ID (if available)
- Mailing Address. (Please note: The report will be sent certified mail)
- Your signature