

## Consumer Disclosure

The Trustees of Columbia University in the City of New York (“Columbia” or the “University”) will obtain one or more consumer reports or investigative consumer reports (or both) about you for employment purposes. These purposes may include hiring, promotion, re-assignment, and retention. The reports will include information about your character, general reputation, personal characteristics, and mode of living.

We will obtain these reports through a consumer reporting agency called General Information Services, Inc. (GIS). You may contact GIS at the following address or toll-free numbers.

General Information Services, Inc. (GIS)  
PO Box 353, Chapin, SC 29036  
Toll-free telephone no.: 1-866-265-4917  
Toll-free fax no.: 1-866-265-4921  
Website: [www.geninfo.com](http://www.geninfo.com)

To prepare the reports about you, GIS may investigate your education, work history, professional licenses and credentials, references, address history, social security number validity, authorization to work, criminal record, lawsuits, driving record, credit history, and any other information with public or private information sources.

You may obtain a copy of any report that GIS provides, as well as copies of GIS files about you by contacting GIS at the address above or at one of the toll-free numbers above and by providing satisfactory identification to GIS. GIS will also provide you with assistance from trained personnel who can help you to understand GIS files and explain GIS codes.

If GIS obtains any information by a personal interview, such as a neighbor, friend, or associate, you have the right to obtain a complete and accurate disclosure of the scope and nature of the investigation performed.

Please sign below to acknowledge your receipt of this disclosure.

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Signature

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Date

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Printed Name