



## Employment Background Investigations

The ROSS Agency offers a wide variety of services to employers for background investigation requests. Please follow these simple instructions to begin using our services:

1. For each candidate, complete the *Authorization for Release of Consumer Information* form, attached:
  - a. Have the employment candidate complete the bottom portion with identifying information and original signature.
  - b. Employer completes the top portion, choosing the services needed.
2. Scan and email the signed form to [ross@rossagency.com](mailto:ross@rossagency.com) or fax to 217-546-4128.

A confirmation will be emailed to you with an estimated time of completion, usually within 1-3 business days. *Note, sometimes records take up to 30 days to retrieve if there is a potential finding, or if it is a very common name with a potential finding. When this occurs you will be notified via email.*

Please make checks payable to “The ROSS Agency” and mail to 2060 W. Iles, Suite A; Springfield, Illinois 62704.

Feel free to call us at 217-546-4100 or email at [ross@rossagency.com](mailto:ross@rossagency.com) for consultation regarding services needed or any other questions that arise.

**We appreciate your business!**

The ROSS Agency, Inc. - Committed to the Client's Trust and a Standard of Excellence

2060 West Iles, Suite A, Springfield, Illinois 62704 | Ph. 217.546.4100 | Fax 217.546.4128