**Sample: New York Clean Slate Act Notice – No Adverse Action**

**(*For use with your company’s letterhead*.)**

[Current Date]

[Name of Applicant, Employee, or Volunteer]

[Address]

[City, State Zip Code]

Dear [Name of Applicant, Employee, or Volunteer]

You recently applied for a position at [Your Company Name]. As part of the application process, you authorized a consumer reporting agency to complete a background check. This is to notify you that the report includes criminal record information about you.

Enclosed with this letter, please find (1) a copy of the report we obtained from the consumer reporting agency, (2) a copy of Article 23-A of the New York Correction Law, and (3) a Summary of Your Rights under the Fair Credit Reporting Act.

This is to notify you further that you have the right to seek correction of any incorrect criminal information according to the regulations and procedures established by the New York Division of Criminal Justice Services (DCJS). You can also dispute the accuracy of the information contained in the report by contacting the consumer reporting agency directly:

Scherzer International Corporation

21550 Oxnard Street, Suite 1050

Woodland Hills, CA 91367

(818) 227-2770 or (866) 723-2287

[facts@scherzer.com](mailto:facts@scherzer.com)

Sincerely,

[Company Representative Name]

[Title]

Enclosures:

• Copy of your background check report

• Copy of Article 23-A of the New York Correction Law

• Summary of Your Rights Under the Fair Credit Reporting Act