

**Authorization for Release of Consumer/Credit
Information**

Last Name:		First Name:	Middle Name:	Suffix:
Date of Birth:	Current Full Address:		Aliases (<i>other names used</i>):	

Federal regulations state that Federal employees shall satisfy all just financial obligations. This includes debts imposed by law and debts not imposed by law.

-Debts imposed by law are liabilities required by law or legal decision to be satisfied. A debt imposed by law is considered delinquent if not paid on or before the due date. Types of debt imposed by law include, but are not limited to, court ordered judgments, Federal/State taxes, student loans, child support, and liabilities listed in the public record section of a credit report.

-Debts not imposed by law are liabilities that are not required by law or legal decision to be satisfied. A debt not imposed by law is considered delinquent when payment is 120 days or more past due. Types of debt not imposed by law include, but are not limited to, installment loans, consumer loans, and credit cards. These debts also include repossessions, collections, and charge-offs.

Please review the Authorization for Release of Consumer/Credit Information below and sign and date in the authorization section, to allow the Bureau of Alcohol, Tobacco, Firearms and Explosives (*ATF*) to verify your compliance with Federal regulations regarding financial obligations.

Individual Requirements to Complete Form

Applicants for Federal Employment at ATF - The completion of this form authorizing release of your consumer/credit reports is voluntary. However, failure to authorize this release of information may require ATF to make a determination about your eligibility for ATF employment based on the information available, which may affect the commencement or continuation of your service with ATF.

Current ATF Employees - The completion of this form authorizing release of your consumer/credit reports is mandatory. Pursuant to the Fair Credit Reporting Act, 15 U.S.C. § 1681, employees are required to provide consumer/credit documents and other materials concerning matters of official interest when directed to do so. Failure to comply with 15 U.S.C. § 1681 may result in disciplinary action and/or denial or revocation of your security clearance.

Non-ATF Personnel (*contractors, task force officers, and student interns/volunteers*) - The completion of this form authorizing release of your consumer/credit reports is voluntary. However, failure to authorize this release of information may require ATF to make a determination about of your eligibility to obtain service opportunities with ATF based on the information available, which may affect the commencement or continuation of your service with ATF.

Authorization for Release of Consumer/Credit Information

I hereby authorize any duly accredited ATF representative bearing this release or a copy thereof, within five years of its signed date, to obtain one or more consumer/credit reports about me in connection with my employment, continued employment, or service opportunities with ATF.

I hereby direct you to release such consumer/credit information upon request of the bearer. I understand that the information released is for official use by ATF, and may be disclosed to third parties as necessary in the fulfillment of their official responsibilities, to the extent that such disclosure is permitted by law. By signing this form, I authorize ATF to obtain my consumer/credit reports.

I hereby release the custodian of such records and/or other providers of information or documentation, including credit bureaus or consumer reporting agencies, including its officers, employees, or related personnel (*both individually and collectively*), from any and all liability for damages.

I authorize ATF to present photocopies of this form bearing my signature releasing this information and to request that the custodians of this information consider the photocopies as valid. This authorization is valid for five years from the date signed or upon the termination of my affiliation with ATF, whichever is sooner.

Authorization to Release Consumer/Credit Information: I understand that I must submit this signed Authorization for Release of Consumer/Credit Information before I am given any further consideration for employment, continued employment, or service opportunities with ATF. By signing and dating below, I authorize any ATF representative to obtain any information relating to my consumer/credit activities for employment purposes.

Signature:	Date:
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Privacy Act Statement

The following information is provided pursuant to Sections 3 and 7(b) of the Privacy Act of 1974 (5 U.S.C. § 552a(e)(3)):

1. **Authority.** Solicitation of this information is made pursuant to the Fair Credit Reporting Act, 15 U.S.C. § 1681, and Executive Orders 13764 and 13467. Disclosure of this information by ATF applicants, non-ATF personnel, and/or custodians of records is voluntary.
2. **Purpose.** The information will be used to determine the eligibility of the individual for employment, continued employment, or service opportunities with ATF.
3. **Routine uses.** The information will be used by ATF to make a determination as set forth in the Purpose section of this Privacy Act Statement. This information becomes a part of the permanent personnel security record of all candidates, is included in Internal Security Record System - Justice/ATF-006 (68 FR 3555-6), and is subject to all of the published routine uses of that system of records. Specifically, the information may be disclosed by ATF to third parties while making a determination about the individual's fitness for employment, continued employment, or service opportunities with ATF.
4. **Effects of not supplying the requested information.** Failure to supply complete information may require ATF to make a determination of the individual's eligibility for employment, continued employment, or service opportunities with ATF based on the information available.

Paperwork Reduction Act Notice

This request is in accordance with the Paperwork Reduction Act of 1995. The information collected is used by ATF to determine if a candidate meets the federal personnel security requirements regarding financial obligations. The appropriate ATF office (*Personnel Security Division*) will maintain a copy of this form. It will be used to document the authorized disclosure of the background investigation information.

The estimated average burden associated with this collection of information is 5 minutes per respondent, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be addressed to the Report Management Officer, Resource Management Staff, Contracts and Forms Office, Bureau of Alcohol, Tobacco, Firearms and Explosives, 99 New York Avenue, NE., Washington, DC 20226.

An Agency may not conduct or sponsor, and a person is not required to respond to, a collection of information that does not display a currently valid Office of Management and Budget control number.

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