

Sample Final Report – Criminal Records Check

<Date>

<Organization Name>

<Organization Contact Person>

<Address>

<City/State/Zip>

RE: <Candidate Name>

Dear <Organization Contact Person>:

We have completed the background investigation on the above-named person in accordance with your request. We are reporting results for the following research services performed:

Social Security Trace			Clear
Credit Check	Individual		Clear
Criminal – Federal	MN	Federal District	Clear
Criminal – State	MN	Statewide	Clear
Criminal – County	Hennepin	MN	Clear
Criminal – County	RamseyMN		Clear
DMV Check	MN	(License #)	Clear

This report is submitted with the understanding that it is to be held in strict confidence. Except as may be required by law, no information in this report may be revealed directly or indirectly to any third parties not involved in the current decision-making process.

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If you have further questions about this file, please feel free to call.

Respectfully,

Robert G. Leverentz
Vice President

Final Report issued on <date>