

## What is a 613 letter (Contemporaneous Notice)?

Whenever a potential criminal record (or other potentially adverse public source information) is found during a search, the Fair Credit Reporting Act (FCRA) requires the consumer reporting agency (such as Accutrace) to do one of the following:

- Notify the candidate that potentially adverse information has been found, at the same time that we notify the end-user of the report (our customer), or
- Maintain strict procedures to ensure that the information we pass to our customer is complete and up-to-date.

Accutrace procedure is to email (or mail) this letter to the candidate at the time the information is provided to our customer. Because the notice is sent to the end-user and candidate at the same time, it's commonly known as a "contemporaneous notice."

*The 613a notice reads as follows:*

Applicant Name  
123 Main Street  
Hometown, NY 12345

### **NOTICE OF REQUEST OF CONSUMER REPORT FOR PERMISSIBLE PURPOSES**

Dear Consumer,

The purpose of this notice is to inform you that Accutrace, a consumer reporting agency (CRA), is reporting criminal or other public record information that may be adverse about you to:

{Customer Name}  
{Customer Address}  
{Customer Address}

This notice is not an indication of any decision regarding your application status. Your background check is still being processed.

Please note that you may receive more than one notice as public records information may be made available to any Company that obtained your prior written authorization to request a background check on you from a consumer reporting agency, at different time intervals.

Regards,  
Accutrace, Inc.  
495 Highlands Boulevard  
Suite 106A  
Coatesville, PA 19320.  
(888) 548-7223

To request a copy of your report:  
<https://accu-trace.com/applicant-support/>