



April 16, 2015

TO: All Applicants
FROM: Lt. Danny Harold
SUBJECT: Credit Reports

To continue to meet the best hiring practices we still need a credit report on each applicant before we can move forward with the application. To meet this need, we are asking each applicant to obtain a copy of their own credit report before turning in the application for consideration. This can be accomplished by doing the following:

1. You may go on-line to: www.annualcreditreport.com
2. Here you can enter the necessary information to receive a report from one of the three reporting agencies (Transunion, Experian or Equifax). By law, everyone is allowed one free copy a year. After this, costs vary but usually range around \$9.95 per copy.
3. We will accept any version of the report you submit as long as it dates back no later than six (6) months from the time it was generated. NOTE: You must turn in every page from the full credit report. Any missed pages will result in a rejected application until all pages are received. Again, to prevent delaying the application process, please turn in a FULL credit report.
4. If you have any questions you may call the Sheriff's Office at 276-656-4252 to speak with me.

We appreciate your understanding and support and we look forward to working with each applicant.