

Criminal Background Screenings and Employment - Request for Records -



_____ (today's date)

To _____ (business name),

I was notified on _____ (insert date) that my conditional job offer was re-
voked, or that an adverse action was taken against me, because of my prior criminal
conviction(s).

This is my official request for you to provide me with all interview and hiring-related
records related to my consideration for the position, including my criminal background
history records if obtained.

The DC Fair Criminal Record Screening Amendment Act of 2014 requires you provide me
with these records within 30 days of receipt of the request.

Please send the documents to me at:

_____ (email address)

or to my mailing address:

Sincerely,

_____ (full name)

_____ (phone number)