



## ONLINE ACCESS REQUEST/USER CERTIFICATION

Please complete the following form in its entirety. Illegible and incomplete forms will be returned and will result in processing delays.

### Customer Contact Information

Company/Subscriber Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

The **Security Designate** is the individual the customer authorizes to act on behalf of the business regarding CIC's product access control (e.g. request to add/change/remove online access).

Security Designate: \_\_\_\_\_ Phone: \_\_\_\_\_  
Title: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Each user must have his/her own unique email address.**  
**Access requested for (if more are needed, attach a list)**

Employee Name: \_\_\_\_\_ Add ☐ Remove ☐ Change ☐  
Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
Property Name (if applicable) \_\_\_\_\_

**By signing, I acknowledge that I have read the FCRA and Access Security Requirements. I certify that my user id and password will not be shared and the consumer report will be held in the strictest confidence.**

**Employee's Signature** → \_\_\_\_\_

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Employee Name: \_\_\_\_\_ Add ☐ Remove ☐ Change ☐  
Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
Property Name (if applicable) \_\_\_\_\_

**By signing, I acknowledge that I have read the FCRA and Access Security Requirements. I certify that my user id and password will not be shared and the consumer report will be held in the strictest confidence.**

**Employee's Signature** → \_\_\_\_\_

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Employee Name: \_\_\_\_\_ Add ☐ Remove ☐ Change ☐  
Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
Property Name (if applicable) \_\_\_\_\_

**By signing, I acknowledge that I have read the FCRA and Access Security Requirements. I certify that my user id and password will not be shared and the consumer report will be held in the strictest confidence.**

**Employee's Signature** → \_\_\_\_\_

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To be signed by a duly **Authorized Security Designate**

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_\_ CIC Acct# \_\_\_\_\_  
(if existing Subscriber)

**Fax to: (888)797-2254**