

Worksheet 4-A: Sample Credit Report Request

TO: _____
(Credit reporting agency name)

- Please send a copy of my credit file.
- Please send a copy of our joint credit file.

A check _____ or money order _____ is enclosed to cover the cost.

Or: I/We were denied credit, insurance, or employment in the last 60 days because of information in my/our file. A copy of the letter is enclosed.

Or: I/We are unemployed, receiving assistance, or a victim of credit card fraud. I/We understand that the credit report will be sent at no charge.

Date _____

Daytime Phone _____

First Name _____ MI _____

Last Name _____ Sr/Jr/III _____

Social Security Number _____

Date of Birth _____

Spouse's Full Name _____

Social Security Number _____

Spouse's Date of Birth _____

Current Mailing Address _____

City, State, Zip Code _____

(If new within past six months, include 2 documents verifying address and identification.)

Previous Address (if moved in past 6 months) _____

City, State, Zip Code _____

Employer _____

Employer _____

A copy of my/our driver's license(s), utility bill, and/or military ID are enclosed.

Signature _____

Signature _____