

## Request for Full File Disclosure

You may request a LexisNexis® full file disclosure only on yourself, your minor child or on behalf of someone for whom you have power of attorney. Please submit a separate request for each individual and complete all the appropriate items on the request form.

Please provide the following proof of identity along with your request.

**STEP 1:** Complete and submit the enclosed request form to the address provided. Please fill it out legibly and completely. Any missing information may result in the inability to properly research our files.

**STEP 2:** You must submit additional identity and address verification documents. In order to verify your identity and your address, **you will need to provide two documents; one from each category below.** The first document is for proof of identity. The second document is for proof of the mailing address. Billing statements should be dated within the preceding two months. **Select one document from each category.**

**Please do not mail your original document. Only send a copy of your choice of document.**

Category A:	Category B:
<p><b>Identification Documents:</b></p> <ul style="list-style-type: none"> <li>• Driver's License (not expired)</li> <li>• State Issued ID Card (not expired)</li> <li>• Social Security Card</li> <li>• Canadian Issued Drivers License (not expired)</li> <li>• Military Identification Cards</li> <li>• Passports</li> </ul>	<p><b>Proof of Mailing Address (must reference the Requestor's Name and Mailing Address):</b></p> <ul style="list-style-type: none"> <li>• Major Credit Card Billing Statement*</li> <li>• Major Bank Statement*</li> <li>• Major Gas Company Credit Card Billing Statement*</li> <li>• Major Department Store Credit Card Billing Statement*</li> <li>• Utility Bill* (Gas, Electric, Water, Sewer, or Cable/Satellite-Dish)</li> <li>• Telephone Bill*</li> <li>• Major Cell Phone Service Provider Bill*</li> <li>• Insurance Declaration Page (must be in effect – not expired)</li> </ul> <p><b>Please do not send your insurance card or insurance statement.</b></p> <ul style="list-style-type: none"> <li>• Property Tax Bill (for most current year or year immediately preceding)**</li> <li>• Property Deed**</li> </ul> <p><b>Please do not send your Property Tax Receipt.</b></p> <p>*Documents should be dated within the preceding two months.            ** Submit this ADDITIONAL document if information requested is for a second home or rental property and not your primary mailing address</p>

**For MINOR child:** The requestor must provide proof of Identity (Category A) and proof of mailing address (Category B). Also the requestor must provide one of the following types of documents showing the minor's name: Social Security card, other government issued ID, Birth Certificate, paperwork proving legal guardianship, or Immunization Record.

**In the Case of a Power of Attorney:** The requestor must provide proof of Identity (Category A) and proof of mailing address (Category B). Also the requestor must provide a document that shows the requesting adult has Power of Attorney over such consumer.

**STEP 3:** Mail your form and verification documents to:

**LexisNexis Consumer Center  
 Attn: Full File Disclosure  
 P.O. Box 105108  
 Atlanta, GA 30348-5108**

Once we have received your completed File Disclosure Request Form and verification documents, it will take approximately 15 days to process your request.

## Protecting Your Information through Authentication

### 1. Why do I need to provide personal information to receive my report?

Your personal identifying information, such as your Social Security number and date of birth, is only used to confirm your identity and to make sure that the person ordering the report is really you. LexisNexis's process is similar to the authentication process used by banks, credit card companies and other organizations that require sensitive personal information to make sure that unauthorized individuals do not access your personal information by phone or by mail.

### 2. What do you mean by “confirm your identity,” “verify your identity” and “authentication”?

These are terms used to describe the process of verifying that the person ordering the report is really you. We cannot provide a report to someone merely claiming to be a certain person because the risk of fraud is too great.

### 3. Will the information that I provide be provided or sold to other companies?

**No.** The information that you provide will only be used by LexisNexis for authentication and consumer disclosure purposes. We compare the information you provide against existing data in our system to verify your identity. It will not be provided or sold to any other company.

### 4. Have criminals been able to access information supplied during the authentication process from LexisNexis in the past?

**No.** Information supplied by the consumer directly to LexisNexis for authentication purposes is not distributed to, or accessible by, third parties.

### 5. Is there another way that I can receive a copy of my report without going through authentication?

The only method LexisNexis has of making sure that your consumer report goes to you and you alone is for you to supply us with the proper identity information that can be matched against existing data in our system to verify your identity. This is necessary to help ensure that only you have access to your report.

### 6. How do I get more information about LexisNexis?

For more information about LexisNexis, please visit the web site [www.LexisNexis.com](http://www.LexisNexis.com).