



APTOS SCREENING

Requesting a Copy of your Background Report

A copy of your background check will be available to you through our portal upon completion. That is the fastest way you will be able to request a copy of your background check report. Other ways of requesting a copy of your background check report are:

- **Email:** compliance@aptoscreening.com Subject: Request for BGR copy/ Report ID
- **Fax:** (727) 683- 6230 Attn: Compliance Dept
- **Mail:** By mailing your dispute letter to:

Aptos screening Incorporated
Attn: Compliance Department
4905 34th St S, #407
St Petersburg, FL 33711

If you choose to request a copy of your background check via email, fax, or mail, please include the following information with your request:

- Full name
- Daytime phone number
- Report ID (If available)
- Mailing Address (Please note: The report will be sent certified mail)
- Your signature
- Social Security Number (do not provide if sending via email)
- Copy of driver license or photo ID (please enlarge and ensure copy is clear and legible)
- Secondary form of ID

For further assistance please contact our Compliance Team at 877-374-7671 ext 3, or email us your question to the compliance department email address listed above.