



## Request Form Instructions

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Follow the instructions contained in this document to submit a request using our Online Request Form. Once we have received your request, it will take approximately two weeks to process and send you a letter and a hardcopy of your report via U.S. Mail. If you choose to receive your report online, you will receive a PIN and URL in the letter. To access your report online, follow the steps identified in the **Download Your Report Online** section. If your request cannot be processed, you will receive a letter notifying you to call the Consumer Center and provide more information.

### General Information

You may order information on yourself or someone whom you have legal authority over, such as a minor. If you are ordering information for someone other than yourself, you will need to submit paperwork to prove you have authorization. Please call to speak to a live Consumer Center representative at 1-888-497-0011 or contact us by email at [consumer.documents@LexisNexis.com](mailto:consumer.documents@LexisNexis.com).

To submit a request, you are required to provide your First Name, Last Name, Street Address, City, Zip, and Date of Birth. Depending on the type of request, you may also be required to provide one of the two following optional fields: Social Security Number or Your Driver's License Number and State. The information that you provide will only be used by us to verify your identity and for consumer disclosure purposes. It will not be provided or sold to any other company. We may not be able to comply with your request if we are unable to confirm your identity or to connect the information you submit in your request with personal information in our possession.

Please complete all of the sections on the form so that we may properly process your request. If we are unable to process your request, we will notify you via U.S. Mail.

### Section 1 – Name

**Note:** *\*required \*At least one is required*

1. Enter your first given name in the **First Name\*** text field. This is a required field.
2. Enter your middle name in the **Middle Name** text field.
3. Enter your full last name in the **Last Name\*** text field. Your last name is your family name or surname. This is a required field.
4. Enter your generational suffix (e.g. Sr., Jr., III) in the **Suffix** field if applicable. A **name suffix** follows a person's full **name** and provides additional information about the person.

### Section 2 – Resident Address

1. Enter the street name of your current address in the **Street Address\*** text field. This is a required field.
2. Enter your city in the **City\*** text field. This is a required field.

3. Enter your abbreviated state of residence in the **State\*** drop-down list. This is a required field. If your state entry indicates that you are a California resident, you have the option to request California options.
4. Enter your 5-digit ZIP code in the **Zip code\*** text field. Note that the zip code should consist of five numbers. Example: 20006. This is a required field.
5. If the mailing address is not your permanent address of residence, select the **My Delivery Address is Not the Same as My Resident Address** checkbox.

### Section 3 – Delivery Address (Mailing Address)

1. Enter the street name of your delivery address in the **Street Address\*** text field. This is a required field.
2. Enter your delivery address city in the **City\*** text field. This is a required field.
3. Select your abbreviated state of residence in the **State\*** drop-down list. This is a required field. If your state entry indicates that you are a California resident, you have the option to request California options.
4. Select your 5-digit ZIP code in the **Zip code\*** text field. Note that the zip code should consist of five numbers. Example: 20006. This is a required field.

### Section 4 – Your Privacy Rights

#### Additional Options for California Residents

This section is for California residents. As a California resident, you have the ability to order additional options under the California Consumer Privacy Act. California residents will receive a LexisNexis® Consumer Disclosure Report and a California Consumer Privacy Act Report. To submit any of the following options, please select the checkboxes that apply to your request:

#### Request My Information

As a consumer, you can request a copy of your information by selecting the **Request My Information** checkbox. If you are a California consumer, when you check the **Request My Information** checkbox you will receive two reports: A LexisNexis® Consumer Disclosure Report and a California Consumer Privacy Act Report.

1. To request a copy of your information, select the **Request My Information** checkbox.

**Notice of Your Right to Opt-Out:** A Do Not Sell My Personal Information request, sometimes referred to as an opt-out request, will prevent your personal information that is subject to the requirements of the CCPA from being sold to a third party. We offer two opt-out options. A “Global Opt-Out” request will opt-out all your personal information we maintain that is subject to the requirements of the CCPA. A “Partial Opt-Out” request will opt-out all your personal information we maintain that is subject to the requirements of the CCPA except for any data we have relative to your occupation or profession, which will continue to be sold to third parties. In either case, an opt-out request will not apply to information that is exempt from the requirements of the CCPA. If you have previously opted out but instead want to authorize your personal information to be sold, you may submit an “Opt-In” request. For more information, or for additional methods to submit an opt-out request, see our [California Consumer Privacy Act Homepage https://consumer.risk.lexisnexis.com/california](https://consumer.risk.lexisnexis.com/california).

2. To request that your personal information is not sold, check the **(Global Opt-Out) Do Not Sell My Personal Information** radio button.
3. If you are a professional provider and want to request that we do not sell your personal information except for your professional information, check the **(Partial Opt-Out) Allow for the Sale of My Professional Information but otherwise Do Not Sell My Personal Information** radio button. Read the following message for additional information:

#### **Important Message Regarding Your Professional Information**

As a California resident, in some circumstances you may be able to request to opt-out of your personal information being sold to third parties, which may include some professional information. However, please be advised that opting out of the sale of your professional information may result in the following:

- Incorrect or incomplete information in directories for patients and members when searching for you and your practice
  - Delayed prescription fills and/or denial of prescriptions for your patients at point of dispensing; and/or
  - Decreased ability for you and your practice to be identified for referrals.
4. An opt-in request can be submitted to remove a CCPA Opt-Out from your file in the event you want your personal information to continue to be sold to a third party. To request that your personal information continues to be sold, check the **(Opt-In) Allow for the Sale of My Personal Information** radio button.
  5. To request that we delete your personal information collected from you, check the **Delete My Personal Information** checkbox.

LexisNexis Risk Solutions will use your personal information in compliance with our CCPA Privacy Notice, which is available at: <https://risk.lexisnexis.com/ccpa-privacy-notice>.

#### **Additional Options for Nevada Residents**

As a Nevada resident, you have the ability to order additional options under the Nevada Privacy Law. To submit any of the following options, please select the checkboxes that apply to your request:

##### **Request Your Consumer Disclosure Report**

1. Click on the **Request Your Consumer Disclosure Report** checkbox and complete the form fields to submit an online request to access your file and learn more about the personal information LexisNexis Risk Solutions maintains about you in accordance with the Fair Credit Reporting Act.
2. Once we have verified and processed your report request, you will receive a letter via U.S. Mail with additional information explaining how to access your report online.

**Notice of Right to Opt-Out:** A Do Not Sell My Personal Information request, sometimes referred to as an opt-out request, will prevent your personal information from being sold to a third party. If you have previously opted-out but instead want to authorize your personal information to be sold, you may submit an opt-in request.

1. To request that your personal information is not sold, check the **(Opt-Out) Do Not Sell My Personal Information** radio button.

An opt-in request can be submitted to remove a Nevada opt-out from your file in the event you want your personal information to continue to be sold to a third party.

2. To request that your personal information is not sold, check the **(Opt-In) Allow for the Sale of My Personal Information** radio button.

For information about LexisNexis's Risk Solutions Group Privacy Policy for all US residents, please go to <https://www.lexisnexis.com/en-us/terms/privacy-policy.page>.

## Section 5 – Personal Information

Your Social Security Number or your Driver's License Number and Driver's License State are not required to submit an Opt-Out or Opt-In request. However, providing this information will help us locate your information and process your request.

1. Enter your SSN in the **SSN+** text field. Providing a 9-digit Social Security Number in the **SSN+** text field is voluntary on this form but please note that you are required to submit either your SSN or your Driver's License Number and Driver's License State to submit a report or a delete request and verify your identity.
2. Enter your phone number in the **Phone** text field.
3. Enter your date of birth in the **Date of Birth\*** text field as a 2-digit month, 2-digit day, and 4-digit year (mm/dd/yyyy). For example, enter January 8, 1980 as 01/08/1980. This is a required field.

**Note:** If the entered date of birth is below 18 years, you will need to call the Consumer Center. The Consumer Center will require additional information to process your request.

4. Enter your Driver's License Number in the **Driver's License Number+** text field. Providing a Driver's License Number in the **Driver's License Number+** text field is voluntary but please note that you are required to submit either your SSN or your Driver's License Number and Driver's License State to submit a report or a delete request and verify your identity.
5. Enter your Driver's License State in the **Driver's License State+** text field.
6. Enter your email address in the **Email** text field. Email is optional but must be provided and verified to include email-linked data in your report.

## Section 6 – Submitting Your Online Request

Prior to submitting your request(s), you are required to complete a Google reCAPTCHA security check for spam and abuse. Once you complete the Google reCAPTCHA process, you can go on to submit your request online.

1. Click on the **I'm not a robot** checkbox to start the reCAPTCHA check.
2. Sometimes extra information is needed to make sure you are human and not a robot, so you may be asked to solve a challenge. Simply follow the on-screen instructions to solve the puzzle and then carry on with your task. If your answer is correct, the audio challenge will close and the reCAPTCHA checkbox will become checked.
3. Before submitting your request, look over the information that you have entered in the form fields and verify that it is complete and correct as stated.
4. To submit your request(s), click on the **Submit** button at the base of the form.
5. After your request(s) is submitted, an **Acknowledgement Message** will display to let you know if your request has been received and let you know that you will receive a message via U.S. Mail within two weeks.

6. If your report request was successfully processed, you will receive a letter via U.S. Mail containing a URL Link and a PIN. See the Download Your Report Online section below for more information.
7. If your request was not successfully processed, you will receive a letter via U.S. Mail containing a request to call the Consumer Center so that they can gather more information.

## Download Your Report Online

As a consumer, you can choose to receive a report online. If you request to receive your report online, you will first receive a letter in the U.S. Mail. The letter will let you know whether your request was successful or not. If the report request was not successful, you will be asked to contact the Consumer Center to provide more information.

If your report request was successfully processed, you will receive a PIN and URL in the letter. Follow the steps below to access your report using the URL and PIN that you received in the letter:

1. Type the **URL** in your browser. The PIN Entry screen displays.
2. Type the **PIN** in the PIN Entry text field.
3. Click **Submit**. The Download Attachments screen displays.
4. Click on a report link in the **Name** column to download and open the report. The Password dialog box displays.
5. Type the same **PIN** in the Password required text box.
6. Click **Submit**. The report opens as a PDF document.

**Note:** For your privacy, all downloadable reports are encrypted. Please use the PIN that you received in the mail to open the PDF version of a report.

## Submit Your Request by Phone

As a consumer, you can choose to submit your request via phone. To submit a request via phone, call the phone number below to speak to a live operator:

- 1-888-497-0011

**Note:** You can also submit and receive a request online via the following link:

<https://consumer.risk.lexisnexis.com/request>.

## FAQ: 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 Risk Solution'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 Risk Solution 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 Risk Solutions in the past?

No. Information supplied by the consumer directly to LexisNexis Risk Solution 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 Risk Solutions 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 Risk Solutions?

- For more information on LexisNexis Risk Solutions, go to <https://consumer.risk.lexisnexis.com>.
- For the LexisNexis Risk Solutions CCPA Privacy Policy, go to <https://risk.lexisnexis.com/privacy-policy>.