

Background check notice email template

Tell a candidate a background check is coming and send the separate FCRA disclosure and authorization.

Updated October 15, 2026. Written and reviewed by the HRTally Research Team.

When to use this template

Use this when you are ready to run a background check, usually right after a conditional offer. The email itself is a cover note. The legally required parts are separate: a standalone FCRA disclosure and the candidate's written authorization, usually sent through your screening provider's portal.

The cover email explains what will be checked, who will contact them, how long it usually takes, and what happens if something comes up. Candidates often worry about old records or credit history, and a clear explanation lowers the stress and the number of anxious calls. Pair it with the pre-adverse action notice template, which you will need if the report might change your decision.

Version 1: Conditional offer background check

SUBJECT Next step: your background check with [Provider]

Hi [Candidate first name],

As mentioned in your offer letter, your offer is contingent on a background check. Within the next day, you will receive an email from [Screening provider] with a link to the forms.

The forms include a separate disclosure explaining the check and an authorization for you to sign. Please read them carefully, and complete them by [Date] so we can keep your start date on track.

For this role, the check includes [for example: identity verification, criminal records, employment verification, education verification, and a motor vehicle record].

Most checks are completed within [Number] business days. If anything in the report might affect our decision, we will contact you first, send you a copy of the report, and give you a chance to respond before any decision is made.

If you have questions, call me at [Phone].

[Recruiter name]
[Title], [Company]

Version 2: Short version for hourly roles

SUBJECT Action needed: background check forms

Hi [Candidate first name],

Thanks for accepting your offer with [Company]. The last step before your start date is a background check.

Look for an email or text from [Screening provider] and complete the forms by [Date]. The check covers [Items checked] and usually takes [Number] business days.

You will get a copy of your rights under federal law with the forms. If anything comes up, we will talk to you before making any decision.

[Hiring manager name]
[Company]

Subject lines to try

- Next step: your background check with [Provider]
- Action needed: background check forms
- Your background check for [Company]
- Complete your background check by [Date]
- [Company] offer: background check details

How to personalize it

- Name the screening provider so the candidate trusts their email.
- List what will be checked for this specific role.
- Explain that the candidate will get a chance to respond before any adverse decision.
- Give a realistic turnaround so the start date isn't a surprise.

Mistakes to avoid

- Putting the legal disclosure inside the email body or offer letter.
- Running the check before the candidate signs the authorization.
- Asking about criminal history on the application where ban-the-box laws apply.
- Saying a record will automatically disqualify someone.

| Legal and compliance notes

Under the Fair Credit Reporting Act, you must give a clear disclosure in a document that consists solely of the disclosure, and get written authorization, before ordering a consumer report. Courts have found violations when the disclosure was bundled with liability waivers or other text, so keep it standalone. Many states and cities, including California, New York City, and Philadelphia, have fair chance laws that limit when you can ask about criminal history, usually not until after a conditional offer, and require an individualized assessment. Some states also restrict credit checks. See our background screening buyer guide .

| When to send it

Immediately after the candidate accepts a conditional offer. Starting the check early protects the start date, since county court searches and education verifications can take several days.

| Before you hit send

- The job title, pay range, and dates match what is in your applicant tracking system.
- Every placeholder in brackets has been replaced or deleted.
- Candidates who will be interviewed or assessed are told how to request an accommodation.
- Nothing in the message comments on age, family, health, or other protected characteristics.
- A real person is named as the contact, with a reply address someone checks.

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