

Online Request Form Instructions

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. You can submit questions and/or documents to us via our LexisNexis Risk Solutions Reports [Help](https://consumer.risk.lexisnexis.com/help) page <https://consumer.risk.lexisnexis.com/help>. If you need to speak to a live LexisNexis Risk Solutions Consumer Center representative, please call 1-888-497-0011.

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 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 – Request and Receive Your Consumer Disclosure Report

Select the **Request Your Consumer Disclosure Report** checkbox and complete the form fields to submit a 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. California, Colorado, Connecticut, Utah, and Virginia residents will receive both their LexisNexis® Risk Solutions Consumer Disclosure Report and their State Privacy Act Report. Nevada residents do not receive a State Privacy Act Report.

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

Request a Description of Procedure Letter

You may select the **Request a Description of Procedure Letter** checkbox below to receive a letter from LexisNexis that is personal to your dispute request(s) and describes how we process dispute(s) that you may have in the system.

Correct My Personal Information

In some circumstances, you may also exercise your right to request the correction of inaccurate personal information maintained about you. To submit a correction request, contact us via U.S. Mail at the address at the bottom of this document or call us at 1-888-217-1591 to speak to a live LexisNexis Risk Solutions Consumer Center representative.

Additional Privacy Options for California Residents

As a California resident, you have additional options under the California Privacy Laws. To request any of the following options, please select the check boxes below.

Notice of Right to Opt-Out of Sale/Sharing: A **Do Not Sell or Share My Personal Information** request, sometimes referred to as an opt-out request, will restrict your personal information that is subject to the California Privacy Laws from being sold to a third party and from sharing such personal information for cross-context behavioral advertising if applicable. Our products and services are not linked to tracking technologies utilized through our websites for cross-context behavioral advertising, and we do not share personal information in our products and services for cross-context behavioral advertising. A **Full Opt-Out** request will restrict your personal information from being sold to a third party subject to certain exceptions. A **Partial Opt-Out** request will opt-out your personal information we maintain that is subject to the California Privacy Laws except for any data we have relative to your occupation or profession, which will continue to be sold to third parties. In any case, an opt-out request will not apply to information that is exempt from the requirements of the California Privacy Laws. 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 Privacy Rights** page at <https://consumer.risk.lexisnexis.com/california>.

Notice of Right to Limit the Use of My Sensitive Personal Information

A **Limit the Use of My Sensitive Personal Information** request will prevent your sensitive personal information that is subject to the requirements of the California Privacy Laws from being used or disclosed, subject to certain exceptions provided by law. A **Limit Use** request will limit the use and disclosure of sensitive personal information subject to certain exceptions.

1. To request that your personal information is not sold or shared, check the **(Full Opt-Out) Do Not Sell or Share My Personal Information**.
 - a. **Limit Use:** To request that your sensitive personal information is limited, check the **Limit Use** option.
2. 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.
3. An opt-in request can be submitted to remove an 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 is sold, check the **(Opt-In) Allow for the Sale of My Personal Information** radio button.

4. To request that we delete your personal information collected from you, check the **Delete My Personal Information Request** checkbox.

Additional Privacy Options for Colorado Residents

As a Colorado resident, you have additional options under the Colorado Privacy Act (CPA).

Notice of Right to Opt-Out of Sale/Sharing:

A Do Not Sell or Share My Personal Information request, sometimes referred to as an opt-out request, will restrict your personal information that is subject to the requirements of the CPA from being processed for purposes of (i) targeted advertising, (ii) the sale of personal data, and (iii) profiling in furtherance of decisions that produce legal or similarly significant effects concerning you, if applicable. Our products and services are not linked to tracking technologies utilized through our websites for targeted advertising, and we do not sell personal information in our products and services for targeted advertising online. A **Full Opt-Out** request will opt-out your personal information from being sold to a third party or used for such profiling subject to certain exceptions.

A **Partial Opt-Out** request will opt-out all your personal information we maintain that is subject to the CPA except for any data we have relative to your occupation or profession, which will continue to be sold to third parties. In any case, an opt-out request will not apply to information that is exempt from the requirements of the CPA. 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 **Colorado Privacy Rights** page. <https://consumer.risk.lexisnexis.com/colorado>

1. To request that your personal information is not sold or shared, check the **(Full Opt-Out) Do Not Sell or Share My Personal Information**.
2. 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:
3. An opt-in request can be submitted to remove an 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 is sold, check the **(Opt-In) Allow for the Sale of My Personal Information** radio button.
4. To request that we delete your personal information collected from you, check the **Delete My Personal Information Request** checkbox.

Additional Privacy Options for Connecticut Residents

As a Connecticut resident, you have additional options under the Connecticut Data Privacy Act (CTDPA).

Notice of Right to Opt-Out of Sale/Sharing:

A Do Not Sell or Share My Personal Information request, sometimes referred to as an opt-out request, will restrict your personal information that is subject to the requirements of the CTDPA from being processed for purposes of (i) targeted advertising, (ii) the sale of personal data, and (iii) profiling in furtherance of decisions that produce legal or similarly significant effects concerning you, if applicable. Our products and services are not linked to tracking technologies utilized through our websites for targeted advertising, and we do not sell personal information in our products and services for targeted advertising online. A **Full Opt-Out** request will opt-out your personal information from being sold to a third party or used for such profiling subject to certain exceptions.

A **Partial Opt-Out** request will opt-out all your personal information we maintain that is subject to the CTDPA except for any data we have relative to your occupation or profession, which will continue to be sold to third parties. In any case, an opt-out request will not apply to information that is exempt from the requirements of the CTDPA. In any case, an opt-out request will not apply to information that is exempt from the requirements of the CTDPA. 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 **Connecticut Privacy Rights** page. <https://consumer.risk.lexisnexis.com/connecticut>.

1. To request that your personal information is not sold or shared, check the **(Full Opt-Out) Do Not Sell or Share My Personal Information**.
2. 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:
3. An opt-in request can be submitted to remove an 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 is sold, check the **(Opt-In) Allow for the Sale of My Personal Information** radio button.
4. To request that we delete your personal information collected from you, check the **Delete My Personal Information Request** checkbox.

Additional Privacy Options for Utah Residents

As a Utah resident, you have additional options under the Utah Consumer Privacy Act (UCPA). To request any of the following options, please select the check boxes below.

Notice of Right to Opt-Out of Sale/Sharing:

A Do Not Sell or Share My Personal Information request, sometimes referred to as an opt-out request, will restrict your personal information that is subject to the requirements of the UCPA from being processed for purposes of (i) targeted advertising, and (ii) the sale of personal data, if applicable. Our products and services are not linked to tracking technologies utilized through our websites for targeted advertising, and we do not sell personal information in our products and services for targeted advertising online. A **Full Opt-Out** request will opt-out your personal information from being sold to a third party subject to certain exceptions. A **Partial Opt-Out** request will opt-out all your personal information we maintain that is subject to the UCPA except for any data we have relative to your occupation or profession, which will continue to be sold to third parties. In any case, an opt-out request will not apply to information that is exempt from the requirements of the UCPA. 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 Utah Privacy page. <https://consumer.risk.lexisnexis.com/Utah>

1. To request that your personal information is not sold or shared, check the **(Full Opt-Out) Do Not Sell or Share My Personal Information**.
2. 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:
3. In opt-in request can be submitted to remove an 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 is sold, check the **(Opt-In) Allow for the Sale of My Personal Information** radio button.
4. To request that we delete your personal information collected from you, check the **Delete My Personal Information Request** checkbox.

Additional Privacy Options for Virginia Residents

As a Virginia resident, you have additional options under the Virginia Consumer Data Protection Act ("VCDPA"). To request any of the following options, please select the check boxes below.

Notice of Right to Opt-Out of Sale/Sharing:

A Do Not Sell or Share My Personal Information request, sometimes referred to as an opt-out request, will restrict your personal information that is subject to the requirements of the VCDPA from being processed for purposes of (i) targeted advertising, (ii) the sale of personal data, and (iii) profiling in furtherance of decisions that produce legal or similarly significant effects concerning you, if applicable. Our products and services are not linked to tracking technologies utilized through our websites for targeted advertising, and we do not sell personal information in our products and services for targeted advertising online. A **Full**

Opt-Out request will opt-out your personal information from being sold to a third party or used for such profiling subject to certain exceptions. A **Partial Opt-Out** request will opt-out all your personal information we maintain that is subject to the VCDPA except for any data we have relative to your occupation or profession, which will continue to be sold to third parties. In any case, an opt-out request will not apply to information that is exempt from the requirements of the VCDPA. 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 Virginia Privacy Rights page. <https://consumer.risk.lexisnexis.com/virginia>

1. To request that your personal information is not sold or shared, check the **(Full Opt-Out) Do Not Sell or Share My Personal Information**.
2. 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:
3. In opt-in request can be submitted to remove an 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 is sold, check the **(Opt-In) Allow for the Sale of My Personal Information** radio button.
4. To request that we delete your personal information collected from you, check the **Delete My Personal Information Request** checkbox.

Important Message Regarding Your Professional Information

As a California, Colorado, Connecticut, Utah or Virginia 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.

Important Message Regarding Your Personal Information

As a California, Colorado, Connecticut, Utah, or Virginia resident, when you visit our websites, we sometimes use tracking technologies which may be considered a “sale” of your personal information for targeted advertising. You may request to opt-out of such tracking technologies by utilizing the “Cookie Settings” link on our websites that use tracking technologies for targeted advertising or by sending an opt-out preference signal supported by your device or browser. Your use of an opt-out preference signal will apply only to your device or browser and not to other consumer information that is not linked to your device or browser. Please note this Consumer Portal website does not use tracking technologies for targeted advertising. For more information, or for additional methods to submit an opt-out request, please view the Consumer Web Portal at <https://consumer.risk.lexisnexis.com/consumer>.

Additional Privacy Options for Nevada Residents

As a Nevada resident, you can order additional options under the Nevada Privacy Law. **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.
2. To request that your personal information is sold, check the **(Opt-In) Allow for the Sale of My Personal Information** radio button.

Note: An opt-in request can be submitted to remove a California, Colorado, Nevada, Connecticut, Utah or a Virginia opt-out from your file in the event you want your personal information to continue to be sold to a third party.

For information about our state privacy information, view our LexisNexis Risk Solutions State Privacy Notice at <https://risk.lexisnexis.com/state-privacy-act-notice>.

Section 5 – Personal Information

1. 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.
2. 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.
3. Enter your phone number in the **Phone** text field.
4. 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.
5. 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.
6. Enter your Driver's License State in the Driver's License State+ text field.
7. 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 continue 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
5. Password dialog box displays.
6. Type the same **PIN** in the Password required text box.
7. 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 one, call the phone number below to speak to a live operator:

- 1-866-897-8126

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 like 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 or 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>.