

Requests to Block Adverse Items of Information Resulting from Human Trafficking or Abuse

If you are or have been a victim of any form of human trafficking, sex trafficking, including abuse or exploitation, you or your representative can submit a request for Cisive to remove or block adverse information (*records*) that resulted from that victimization, from your Cisive consumer report.

Required Supporting Information. For Cisive to process your request, you will need to provide the following documents and information along with your request:

1. **Documentation that you were a victim of human trafficking or abuse.** May be one or more of the following:

- A document that includes a determination that you were a victim from:
 - A federal, state, local, or tribal governmental entity; or
 - A non-governmental organization or task force (including affiliated service providers) authorized by a governmental agency to investigate and make a determination of human trafficking, sex trafficking, abuse or exploitation;
 - ✓ A signed statement from you (or your representative) saying that you were a victim. This statement (or an accompanying document) must also be signed or certified by a representative of a governmental agency or non-governmental organization, task force (including affiliated service providers); or
 - ✓ One or more documents from a court showing a determination by a court that you were a victim of human trafficking in a case where a central issue is whether you are a victim of human trafficking, sex trafficking, abuse or exploitation. Court documents can be made up of several documents from the court case that together show that the court **accepted as true or found no genuine dispute** that you were a victim.

2. **Appropriate Proof of Identity.** To assist us in processing your request, provide your full name (first, middle initial, last, suffix), any other or previously used names, current and/or recent full address (street number and name, apt. no., city, state, and zip code), full Social Security number (if you have one), and date of birth. Along with a copy of your driver's license, passport or other government issued identification document.

- If a designated representative, like your attorney or a victim assistance advocate, is preparing your statement or submitting a request on your behalf, they must also include proof of their identity and **specific documentation that you have authorized them** to act for you.

3. **Identification of the Specific Related Adverse Information.** A statement identifying the specific items of adverse information, such as a particular conviction, that should not be reported because the information resulted from your victimization.

4. **Contact information.** Include your preferred mailing address (or email address) so that Cisive can communicate with you in writing about your request.

Where to send a request or seek more information. For additional information and or **to submit a request along with the required supporting documentation** may be sent to Cisive at the following addresses:

Cisive
ATTN: Human Trafficking and Abuse Requests
8707 Commerce Drive, Suite A
Easton, Maryland 21601

Cisive
ATTN: Human Trafficking and Abuse Requests
Compliance@Cisive.com

Our Commitment to Confidentiality. Cisive recognizes the extreme sensitivity of the subject matter related to cases of Human Trafficking and Abuse victimization. ALL such requests and supporting information will be treated with sensitivity and afforded the highest level of security and privacy. **Any related information provided to Cisive will also be considered strictly confidential and will not be used for any other purposes.**