



Mail to:  
 AAA Credit Screening Services  
 Attn: Full File Disclosure  
 17041 El Camino Real Suite #102  
 Houston, TX 77058

**Instructions:**

Please print or type clearly.  
 Please provide all information requested.  
 You may only order information on yourself.  
 Send this form, a copy of your identification, and address verification documents to the address above.

**Consumer Information**

Last Name	First Name
Middle Name	Social Security Number
Maiden Name Any Other Name(s) Used	Date of Birth
Driver License Number	State License was Issued

**Address Information**

Current Address	City State Zip
Mailing Address:	City State Zip

**Contact Information**

Daytime Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Return information via (Please CIRCLE one):      EMAIL      MAIL

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Request for Full File Disclosure Directions

### **Step One:**

All requests for full file disclosures MUST be in writing. You may complete the attached form, or you may submit your own letter. In all cases, all the requested information must be provided.

### **Step Two:**

You must submit additional documents for identity and address verification. You will need to supply one document from each of the categories below.

Please do not mail original documents to AAA CREDIT SCREENING SERVICES. Please send legible copies of *one document from each of the following categories.*

### **Category A – Identity Document**

- Driver License (non-expired)
- State Issued ID Card (non-expired)
- Social Security Card
- Canadian Issued Driver's License (non-expired)
- Military Identification Card
- Passport

### **Category B – Proof of Mailing Address**

We will accept one of the following: (Must reference the requestor's name and mailing address and must be dated within the preceding two months.)

- Credit Card Billing Statement
- Bank Statement
- Utility Bill
- Insurance Declaration Page (in full effect / not expired)
- Property Tax Bill
- Property Deed

### **NOT acceptable:**

- Insurance card or insurance statement
- Property Tax Receipt

### **Step Three:**

Mail the completed form or your letter, along with one document from Category A and one document from Category B to:

AAA CREDIT SCREENING SERVICES LLC  
Attn: Full File Disclosure  
17041 EL CAMINO REAL SUITE 102  
HOUSTON, TX 77058

Once we have received your completed full file disclosure form and verification documents, we will process your request within 30 days. The completed full file disclosure will be returned in the manner requested.