

Ordering an Inquiry Verification from CIS



Open the report by clicking **VIEW** from the Credit File screen. Then, navigate to the inquiry section of the report and click on the inquiry you require be verified:

SECURED DEBT		303777	OLDEST TRADELINE		06/99
UNSECURED DEBT		5279	DEBT/HIGH CREDIT		92%
DEROGATORY SUMMARY					
CHARGE OFFS:	0	30 DAYS:	3	INQUIRIES:	6
COLLECTIONS:	0	60 DAYS:	0	MOST RECENT LATE:	12/15
BANKRUPTCY:	0	90 DAYS:	0		
PUBLIC RECORDS:	0	OTHER:	0		
PUBLIC RECORDS					
*** NONE ***					
INQUIRIES (LAST 120 DAYS)					
TU	J	02/09/16	Inquiry11811		MISC
EF	C	01/29/16	Inq5	←	DEPT/VARIETY STORES
XP	J	12/23/15	Inquiry414141		FINANCE
TU/EF	J	12/23/15	Inqu2		MISC
XP/TU/EF	J	10/29/15	Inquiry33333		FINANCE
TU	C	10/27/15	RHAAC		MISC
ALERT					
1 - BILL TESTCASE EXPERIAN OFAC NAME MATCHING SERVICE: NO MATCH FOUND UNLESS OTHERWISE INDICATED					
2 - BETH TESTCASE EXPERIAN OFAC NAME MATCHING SERVICE: NO MATCH FOUND UNLESS OTHERWISE INDICATED					
3 - TRANSUNION OFAC NAME SCREEN: CLEAR - BILL X TESTCASE - 000000015					
4 - TRANSUNION OFAC NAME SCREEN: CLEAR - BETH X TESTCASE - 000000016					
SOURCE OF INFORMATION					
1 - EXPERIAN - PULLED ON: 02/09/16 NAME: BILL TESTCASE 000000015 DOB: N/A					

The Inquiry Supplement window will appear. Validate the data shown, add specific instruction to the reason box, upload applicant authorization, then select **Submit Order**. Email notification will be received when your request is complete:

INQUIRY SUPPLEMENT

#8082019 - TESTCASE, BILL - 000000015

To expedite or ensure that your request is verifiable, please enter the applicant's phone number.

Inquiry Company

Inquiry Date

Applicant's Phone

Ordered By

Email (please verify)

Phone

Request Reason

I have faxed or will fax document(s) for this request

Document Description **Borrower's Authorization**

Borrower Authorization For No file chosen

Document Description **Attach Documentation**

No file chosen [Attach more ...](#)

RUSH (There may be an additional fee)

← Add applicant phone number for CIS customer service use, if needed.

← This email will receive notification when request is complete

← Add specific instruction, if needed.

← Upload borrower authorization form,