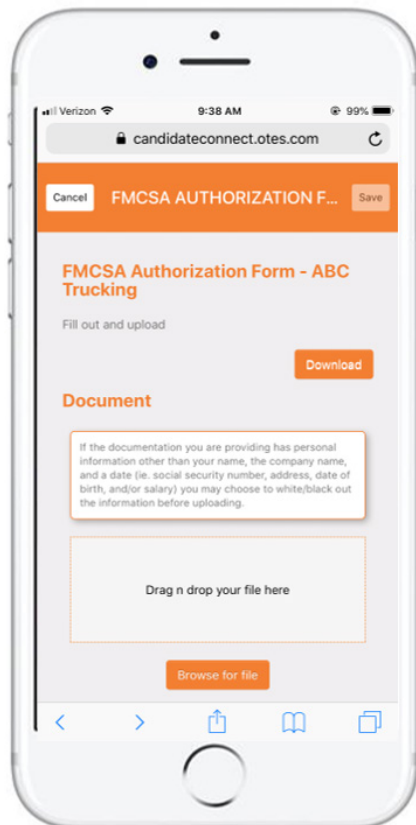
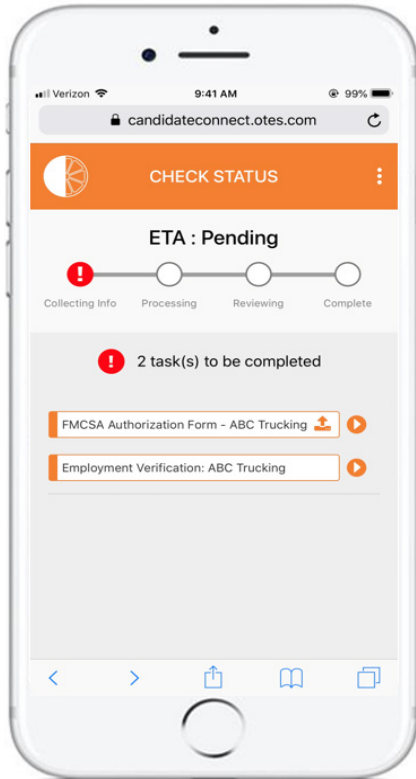


# GUIDE TO COMPLETING THE DOT/FMCSA AUTHORIZATION FORM

Please provide this information as soon as possible to prevent delays in your start date.



How to complete and return the forms to Orange Tree

**Step 1.** You will receive an email and/or text message notification from Orange Tree.

**Step 2.** Follow the link in the message to access the CandidateConnect® Portal and download the forms.

**Step 3.** Provide an answer in each of the blanks.

**The form must be completed entirely.**

- **Section I** Provide your full legal name and last four digits of your social security number.
- **Section I-A** Provide the information for your new employer (company that is requesting your background screen).
- **Section I-B** Provide the information for your previous employer (company that you used to work for that must be verified).
- Mark 'Yes' or 'No' to indicate if this was a DOT regulated employer.

**Step 4.** Print the forms.

**Step 5.** Physically sign and date the forms.

**Step 6.** Take a photo of the forms and upload via the CandidateConnect® Portal.

If you have any questions, please contact us.

Orange Tree Client Experience Team

Phone: 888-222-0667

Email: [candidateconnect@otes.com](mailto:candidateconnect@otes.com)

Fax: 877-712-9175