

How to Order Inquiry Verifications

Open the report by clicking **'View'** on the Credit File screen. Then you can locate the **'Inquiry'** section of the report and click on the Inquiry you need to be verified.

PUBLIC RECORDS				
*** NONE ***				
INQUIRIES (LAST 120 DAYS)				
XP/EF	B	10/28/20	FISERV CREDSTAR	FINANCE
TU	B	10/28/20	CHASE CREDIT	REAL ESTATE
XP	B	10/22/20	MBNA	BANKING
TU	B	09/22/20	CITI	BANKING
SCORE MODELS				
EXPERIAN/FAIR, ISAAC (VER. 2) - MARISOL TESTCASE - 000000001				
SCORE: 745				
14 - LENGTH OF TIME ACCOUNTS HAVE BEEN ESTABLISHED				
08 - TOO MANY INQUIRIES LAST 12 MONTHS				
09 - TOO MANY ACCOUNTS RECENTLY OPENED				
EQUIFAX/FICO CLASSIC V5 FACTA - MARISOL LEMUS TESTCASE - 000000001				
SCORE: 743				
00030 - TIME SINCE MOST RECENT ACCOUNT OPENING IS TOO SHORT				
00014 - LENGTH OF TIME ACCOUNTS HAVE BEEN ESTABLISHED				
00008 - TOO MANY INQUIRIES LAST 12 MONTHS				
00012 - LENGTH OF TIME REVOLVING ACCOUNTS HAVE BEEN ESTABLISHED				
TRANSUNION/FICO CLASSIC (98) - MARISOL L TESTCASE - 000000001				
SCORE: 741				
014 - LENGTH OF TIME ACCOUNTS HAVE BEEN ESTABLISHED				
012 - LENGTH OF TIME REVOLVING ACCOUNTS HAVE BEEN ESTABLISHED				
008 - TOO MANY INQUIRIES LAST 12 MONTHS				
030 - TIME SINCE MOST RECENT ACCOUNT OPENING IS TOO SHORT				
FA - INQUIRIES IMPACTED THE CREDIT SCORE				

The **Inquiry Supplement** window will pop up, and from here you can validate the information shown, add any specific instructions to the reason box and upload applicant authorization. Click **'Submit Order.'** You should receive an email notification when the request has been completed.

INQUIRY SUPPLEMENT

#3991127 - TESTCASE, MARISOL - 000000001

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 provided or will provide document(s) for this request

Document Description	Borrower's Authorization
<input type="text" value="Borrower Authorization For"/>	<input type="button" value="Choose File"/> No file chosen
Document Description	Attach Documentation
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen

[Attach more ...](#)

RUSH (There may be an additional fee)

Contact Birchwood
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