

North Carolina Real Estate Commission Applicants,

Thank you for contacting CriminalRecordCheck.com (CRC) for your North Carolina Real Estate Commission Criminal Record Check. By accessing this document, you have chosen to fax or mail us your information. You may also have lived out of the country and require an international criminal record check.

Please follow the steps below to expedite your North Carolina Real Estate Commission Criminal Record Check request:

1. Completely fill out pages 1 thru 7 of this document.
  - a. Sign and date page 8 of this document
  
2. Prior to calling our offices, please document the following information:
  - a. Number of Names You Have Used \_\_\_\_\_
  - b. Jurisdictions (County/State) Where You Have Lived within the past seven (7) years  
\_\_\_\_\_
  
3. Contact our offices via telephone for your estimate pricing.
  - a. Toll Free 877-272-0266 X 2651
  - b. Local 919-459-2651
  
4. After contacting our offices, please document the following information:
  - a. ID Number of Verifications Specialist \_\_\_\_\_
  - b. Total Price Quoted \_\_\_\_\_
  
5. Check here if you would like to **pay by Money Order, Certified Check, or Business Check:** 
  - a. Secure a Money Order or Business Check for the Total Price Quoted
  - b. Mail your payment and a copy of pages 1 thru 7 of this document to CriminalRecordCheck.com, PO Box 90998, Raleigh, NC 27675-0998
  
6. Check here if you would like to **pay by Credit Card:** 
  - a. Mail a copy of pages 1 thru 7 of this document to CriminalRecordCheck.com, PO Box 90998, Raleigh, NC 27675-0998 or fax to 800-650-5992
  - b. Please note that we will contact you directly via telephone to obtain payment by credit card once we have received your request



**Identification Information Collection**

Please provide us with your current name, as well as any other names or name variations you have used.

**Please note that you will be billed for each additional name outside of the state of North Carolina (\$15.00 flat fee for all names in North Carolina).**

Current Name: \_\_\_\_\_ (first middle last)

Additional Names: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_ (i.e. January 1, 1960)

Social Security Number: \_\_\_\_\_ (123-45-6789)

Names as it appears on SSN Card: \_\_\_\_\_

**Driver's Licenses Held:**

Current License: Number: \_\_\_\_\_ State Issued: \_\_\_\_\_

Additional Licenses: Number: \_\_\_\_\_ State Issued: \_\_\_\_\_

Number: \_\_\_\_\_ State Issued: \_\_\_\_\_

Number: \_\_\_\_\_ State Issued: \_\_\_\_\_



**Past Address Collection**

Please provide us with addresses where you have lived within the past seven (7) years:

Current Address: **Address 1** \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

County \_\_\_\_\_ Dates \_\_\_\_\_ (MM/YY – MM/YY)

Previous Addresses: **Address 2** \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

County \_\_\_\_\_ Dates \_\_\_\_\_ (MM/YY – MM/YY)

**Address 3** \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

County \_\_\_\_\_ Dates \_\_\_\_\_ (MM/YY – MM/YY)

**Address 4** \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

County \_\_\_\_\_ Dates \_\_\_\_\_ (MM/YY – MM/YY)

**Address 5** \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

County \_\_\_\_\_ Dates \_\_\_\_\_ (MM/YY – MM/YY)

**Address 6** \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

County \_\_\_\_\_ Dates \_\_\_\_\_ (MM/YY – MM/YY)

**Address 7** \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

County \_\_\_\_\_ Dates \_\_\_\_\_ (MM/YY – MM/YY)



**Criminal Convictions**

Please list all Felony, Misdemeanor, and Criminal Traffic Convictions and Pending Cases below. Do not list any disposed cases/charges that are categorized as non-convictions. Do not include sealed or expunged records. Also, do not include juvenile records or records entered into First Offender Programs

Check here if you do not have any prior Felony, Misdemeanor, and Criminal Traffic Convictions or Pending Cases:

**Record 1** \_\_\_\_\_

Severity \_\_\_\_\_ (Felony, Misdemeanor)

Description \_\_\_\_\_

County/State \_\_\_\_\_

Disposition Date \_\_\_\_\_ (MM/YY)

**Record 2** \_\_\_\_\_

Severity \_\_\_\_\_ (Felony, Misdemeanor)

Description \_\_\_\_\_

County/State \_\_\_\_\_

Disposition Date \_\_\_\_\_ (MM/YY)

**Record 3** \_\_\_\_\_

Severity \_\_\_\_\_ (Felony, Misdemeanor)

Description \_\_\_\_\_

County/State \_\_\_\_\_

Disposition Date \_\_\_\_\_ (MM/YY)

**Record 4** \_\_\_\_\_

Severity \_\_\_\_\_ (Felony, Misdemeanor)

Description \_\_\_\_\_

County/State \_\_\_\_\_

Disposition Date \_\_\_\_\_ (MM/YY)



## Disclosure and Authorization

[IMPORTANT - - PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT]

### NOTICE REGARDING BACKGROUND INVESTIGATION

The North Carolina North Carolina Real Estate Commission (“the Licensing Agency”) may obtain information about you from a consumer reporting agency for licensing purposes. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your criminal history, verification of your licenses, verification of your employment or education, and other background checks. These reports may be obtained at any time after receipt of your authorization. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature of the scope of any investigative consumer report by contacting **CriminalRecordCheck.com (CRC), PO Box 90998, Raleigh, NC 27675, 877-272-0266**. The scope of this disclosure is all-encompassing, however, allowing Licensing Agency to obtain from any outside organization all manner of consumer reports and investigative consumer reports. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report. Information regarding CriminalRecordCheck.com (CRC)’s privacy practices (including information about whether any consumer personal information will be sent outside the U.S. or its territories) may be found at <https://www.criminalrecordcheck.com/record-check.asp?crc=15>

Maine and New York applicants only: You have the right to inspect and receive a copy of any investigative consumer report requested by Licensing Agency by contacting the consumer reporting agency identified above directly.

### ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer report” and/or “investigative consumer reports” at any time after receipt of this authorization. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **CriminalRecordCheck.com (CRC)**. I agree that a facsimile (“fax”) or photographic copy of this Authorization shall be as valid as the original.



Washington State applicants or employees only: You have the right to receive a complete and accurate disclosure of the nature and scope of any investigative consumer report as well as a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Oregon applicants or employees only: Information describing your rights under federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available should you suspect or find that the Company has not maintained secured records is available to you upon request.

New York applicants only: By signing below, you hereby acknowledge that you have received and read a copy of Article 23-A of the New York Correction Law.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Licensing Agency.

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Licensing Agency at no charge whenever you have a right to receive such a copy under California Law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Name (First Middle Last)

\_\_\_\_\_  
Date of Birth (MM/DD/YYYY)

\_\_\_\_\_  
Driver License Number / State

\_\_\_\_\_  
Social Security Number (SSN)



**Contact Information**

Name: \_\_\_\_\_ (first middle last)

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Fax Report To: \_\_\_\_\_

Email (Optional): \_\_\_\_\_

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Security Questions**

Please answer two (2) of the following four (4) questions.

Question 1: What was your first pet's name?

Answer 1: \_\_\_\_\_

Question 2: In what city did you meet your spouse/significant other?

Answer 2: \_\_\_\_\_

Question 3: What is your father's middle name?

Answer 3: \_\_\_\_\_

Question 4: In what city or town was your first job?

Answer 4: \_\_\_\_\_



*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.





- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).



**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

**TYPE OF BUSINESS**

**CONTACT:**

- |   |  |
|---|--|
| <p>1.a. Banks, saving associations, and credit unions with total assets of over \$10 billion and their affiliates.</p>  | <p>a. Consumer Financial Protection Bureau<br/>1700 G Street NW<br/>Washington DC 20552</p>  |
| <p>b. Such affiliates that are not banks, saving associates, or credit unions also should list, in addition to the CFPB.</p>  | <p>b. Federal Trade Commission: Consumer Response Center – FCRA<br/>Washington DC 20580<br/>(877) 382-4357</p>   |
| <p>2. To the extent not included in item 1 above:</p>   |  |
| <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks.</p>   | <p>a. Office of the comptroller of the Currency Customer Assistance Group<br/>1301 McKinney Street, Suite 3450<br/>Houston TX 77010-9050</p>   |
| <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> | <p>b. Federal Reserve Consumer Help Center<br/>P.O. Box 1200<br/>Minneapolis MN 55480</p>  |
| <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations.</p>   | <p>c. FDIC Consumer Response Center<br/>1100 Walnut Street, Box #11<br/>Kansas City MO 64106</p>   |
| <p>d. Federal Credit Unions</p>   | <p>d. National Credit Union Administration Office of Consumer Protection (OCP)<br/>Division of Consumer Compliance and Outreach (DCCO)<br/>1775 Duke Street<br/>Alexandria VA 22314</p>                  |
| <p>3. Air carriers</p>  | <p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings<br/>Aviation Consumer Protection Division<br/>Department of Transportation<br/>1200 New Jersey Avenue SE<br/>Washington DC 20590</p> |
| <p>4. Creditors Subject to Surface Transportation Board</p>   | <p>Office of Proceedings, Surface Transportation Board<br/>Department of Transportation<br/>395 E Street SW<br/>Washington DC 20423</p>  |
| <p>5. Creditors Subject to Packers and Stockyards Act, 1921</p>   | <p>Nearest Packers and Stockyards Administration area supervisor</p>   |
| <p>6. Small Business Investment Companies.</p>  | <p>Associate Deputy Administrator for Capital Access<br/>United States Small Business Administration<br/>409 Third Street, SW, 8th Floor<br/>Washington, DC 20416</p>                                    |
| <p>7. Brokers and Dealers</p>   | <p>Securities and Exchange Commission<br/>100 F St NE Washington, DC 20549</p>   |
| <p>8. Federal Land Banks, Federal Land Bank Associates, Federal Intermediate Credit Banks, and Production Credit Associations.</p>  | <p>Farm Credit Administration<br/>1501 Farm Credit Drive<br/>McLean, VA 22102-5090</p>   |
| <p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>  | <p>FTC Regional Office for region in which the creditor operates or<br/>Federal Trade Commission: Consumer Response Center – FCRA<br/>Washington, DC 20580<br/>(877) 382-4357</p>                        |



## NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW

The North Carolina Real Estate Commission (“the Licensing Agency”) intends to obtain information about you from an investigative consumer reporting agency and/or a consumer credit reporting agency for licensing purposes. Thus, you can expect to be the subject of “investigative consumer reports” and “consumer credit reports” obtained for licensing purposes. Such reports may include information about your character, general reputation, personal characteristics and model of living. With respect to any investigative consumer report from an investigative consumer reporting agency (“ICRA”), the Licensing Agency may investigate the information contained in your application for registration and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making a determination on your request for a license from the Licensing Agency. The source of any investigative consumer report (as that term is defined under California Law) will be **CriminalRecordCheck.com (CRC), PO Box 90998, Raleigh, NC 27675, 877-272-0266**. The source of any credit report will be **CriminalRecordCheck.com (CRC), PO Box 90998, Raleigh, NC 27675, 877-272-0266**.

The Licensing Agency agrees to provide you with a copy of an investigative consumer report when required to do so under California Law.

Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA’S file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the ICRA’s file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy is sent to a specified addressee by certified mail. ICRA’s complying with requests for certified mailings shall not be liable for disclosure to third parties caused by mishandling of mail after such mailing leave the ICRA’s.

“Proper Identification” includes documents such as a valid driver’s license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.



You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to finish a written statement granting permission to the ICRA to discuss your file in such person's presence.



NEW YORK CORRECTION LAW  
ARTICLE 23-A

LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY  
CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

Section 750. Definitions.

751. Applicability.

752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

753. Factors to be considered concerning a previous criminal conviction; presumption.

754. Written statement upon denial of license or employment.

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cement.

**§750. Definitions.** For the purposes of this article, the following terms shall have the following meanings:

(1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.

(2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.

(3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.

(4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.

(5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.





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**§751. Applicability.** The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

**§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.** No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

- (1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or
- (2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

**§753. Factors to be considered concerning a previous criminal conviction; presumption.**

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

- (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
- (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
- (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
- (d) The time which has elapsed since the occurrence of the criminal offense or offenses.
- (e) The age of the person at the time of occurrence of the criminal offense or offenses.
- (f) The seriousness of the offense or offenses.
- (g) Any information produced by the person, or produced on his





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behalf, in regard to his rehabilitation and good conduct.

(h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

**§754. Written statement upon denial of license or employment.** At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

**§755. Enforcement.**

1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.

2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

