

**SAMPLE AGREEMENT TO CONDUCT A POLYGRAPH EXAMINATION PURSUANT TO THE  
EMPLOYEE POLYGRAPH PROTECTION ACT**

**PREPARED ON YOUR COMPANY LETTERHEAD**

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[Date]

**Address to:**

[Jeanne Masters, B.S. – LPE  
President  
Polygraph Science Center  
1701 W. Northwest Highway  
Grapevine, Texas 76051]

Fax: [817-722-8598]

**SUBJECT: Notice of Polygraph Examination In Compliance With The Polygraph  
Protection Act of 1988 As Amended Concerning Our Employee  
[Name of Employee – Social Security Number]**

Dear [Ms. Masters]:

You are requested to administer a polygraph examination on the above referenced employee. I have read the reference relevant paragraphs in title 29, Sub-title B, Chapter V, Part 801. We believe that we are in compliance with the regulations as prescribed by the Labor Department.

We have issued the 48-hour [and a 24-hour waiver notice was received] to the identified employee who has been instructed to report to your office at the appointed time. It is our understanding that you will provide to our employee the instructions as required under the regulation. We are informed that measures will be taken by you to confront any efforts on the part of the employee to circumvent the examination. [We understand that in furtherance of that objective, you may administer to the employee a drug abuse screen].

A statement of the case facts is attached along with the payment for the examination fee. We expect that you will provide to us a written report concerning the results of the pretest interview, polygraph examination results and the posttest review.

[Signature Block]

Attachments: