

## Criminal Record Searches and Related Checks

### National Criminal Database (NCD) Checks

A National Criminal Database (NCD) Check is a check of a proprietary database, containing more than 400 million records from counties, state departments of corrections (DOC); state administrative offices of the courts (AOC). NCD also includes the National Sex Offender Registry (NSOR) Check, a check of state sex offender registries from 49 states, the District of Columbia, Guam and Puerto Rico (including offender photographs, where available), and the Global Watch List Check, a check of national and international databases, including FBI Most Wanted List, Interpol Fugitives List, Office of the Inspector General Health and Human Services (OIG/HHS) Exclusions List, and Office of Foreign Assets Control Specially Designated National (OFAC SDN) List, and a proprietary database of previously completed reports. A full source description is available upon request.

Average turnaround time is same day.

#### National Criminal Database (NCD) Check

A National Criminal Database (NCD) Check is a check of one name in the national criminal database.

#### National Criminal Database Check with Alias

A National Criminal Database Check with Alias is a check of all names developed from a Social Security Number Trace (SSN Trace) in the national criminal database. A SSN Trace is included with this service. \*\*Please note, records that do not contain a date of birth are not returned in this search.

#### Shared Confidence® Volunteer NCD Check

A Shared Confidence® Volunteer NCD Check – 1N is a search of one name in the national criminal database, at a non-profit discounted rate. This service is only for IRS recognized non-profit end users. Proof of non-profit status and an agreement addendum are required. A SSN trace is included in this search.

#### Shared Confidence® Volunteer NCD Check with Alias

A Shared Confidence® Volunteer NCD Check – AN - All Names is a search of one name in the national criminal database, at a non-profit discounted rate. This service is only for IRS recognized non-profit end users. Proof of non-profit status and an agreement addendum are required. A SSN Trace is included with this search. All names returned on the trace are run through the NCD.

#### Statewide Criminal Database Check

A Statewide Criminal Database Check is a check of one name in one selected state. The National Criminal Database is used for this service.

#### Statewide Criminal Database Check with Alias

A Statewide Criminal Database Check is a check of one name in one selected state. The National Criminal Database is used for this service.

### National State Sex Offender Registries (NSSOR) Checks

A National State Sex Offender Registries (NSSOR) Check is a check of state sex offender registries from 49 states, the District of Columbia, Guam and Puerto Rico (including offender photographs where available). Average turnaround time is instant.

### Watch List

This service provides an instant database search national and international lists such as the Office of the Inspector General Health and Human Services Exclusions List, Office of Foreign Assets Control Specially Designated Nationals List, Interpol Fugitives List and FBI Most Wanted List. These lists include individuals involved in terrorist activities, money laundering, illegal imports, fraud against government agencies, violations of federal banking regulations and fugitives from justice.

Average turnaround time: Instant

### County Court Criminal Record Searches

A County Court Criminal Record Search is a search of felony and misdemeanor county court criminal records located at the county seat or central county courthouse, and are available from county courts located in over 3100 counties nationwide. The search depth is a 7-year search wherever records are available 7 years back or more. All legally reportable felony and misdemeanor conviction records, pending cases and non-conviction records found are reported. Court access fees, if applicable, are not included in the price.

Average turnaround time is same day to 3 business days.

## **Puerto Rico County Felony/Misdemeanor**

This search includes a superior court search in the selected county. Superior court records in Puerto Rico contain felony and misdemeanor cases. The applicant's full date of birth, full legal name, city of birth, and mother's maiden name are required for this search. Average turnaround time 3-5 business days. Court fees are applied.

## **Canadian Provincial Search**

Canadian Provincial Search- Provincial court searches are processed in accordance with Canada's Personal Information Protection and Electronic Documents Act (PIPEDA) and applicable provincial laws (i.e. provincial Consumer Reporting Acts). The scope of the search is limited to the province in which the search is conducted. Most contain felonies and misdemeanors for the past 7 years, but individual provinces may provide limited information. Turnaround time 3 business days. No special forms required.

## **Nationwide Wants and Warrants**

This is a nationwide search of local, county, state and Federal Extraditable Warrants, and may include misdemeanors and/or felonies. Not all law enforcement agencies contribute to this database. Average turnaround time is 1-2 days.

## **Federal District Court Criminal Record Checks**

A Federal District Court Criminal Record Check is a check of federal district court criminal records. A Federal District Court Criminal Record Check is available in 94 federal district courts nationwide. The check depth is a 7-year check wherever records are available 7 years back or more. If the maximum possible depth of a standard criminal record search is less than 7 years, the maximum possible depth of a check is provided. All legally reportable felony and misdemeanor conviction records, pending cases and non-conviction records found are reported. Records found may contain limited identifiers due to the federal district courts' policy of redacting personally identifiable information (PII) such as date of birth, social security number, drivers' license number, and address. Average turnaround time is same day to 3 business days.

### **Federal District Court Criminal Record Check – 1N1D (1 Name, 1 District)**

A Federal District Criminal Court Record Check – 1N1D is a check of one name in one specific federal district court.

### **National Federal District Court Criminal Record Check – 1NN (1 Name, Nationwide)**

A National Federal District Court Criminal Record Check – 1N is a check of one name in all 94 federal district courts nationwide.

## **Alias and Address History Checks**

### **Social Security Number (SSN) Trace**

A Social Security Number (SSN) Trace verifies the input name is associated with the input SSN in a proprietary database, and provides an alias and address history for the name and SSN. A SSN Trace does not meet any local, state or federal E-Verify requirement and does not confirm a name and SSN association through the Social Security Administration or Department of Homeland Security. The average turnaround time is instant.

## **State Criminal Record Database Searches and Checks**

### **State Criminal Record Database Searches and Checks**

A State Criminal Record Database Search or Check is a search or check of a state court or state law enforcement agency criminal record database, respectively. The type of records, record details available, record quality, accuracy, completeness, coverage, comprehensiveness varies widely state-to-state and database- to-database. A Criminal Record Database Search or Check is not available in every state. A list of state criminal record database searches and checks currently provided is below. Additional databases can be added to our list, quoted and provided upon request wherever accessible and available. In the list below Search means the database is provided by the state's administrative office of the courts or judicial branch, and Check means the database is provided by a state's law enforcement agency, typically the state bureau of investigations, state police or state department of justice. The average turnaround time varies from same day to over a week.

### **Statewide Alabama (AL) – Administrative Office of the Courts**

An Alabama AOC Check is a check of the Alabama Administrative Office of the Courts criminal record database. The average turnaround time is same day to 1 business day.

### **Statewide Alaska (AK) – Administrative Office of the Courts**

An Alaska AOC Check is a check of the Alaska Administrative Office of the Courts criminal record database. The average turnaround time is 24 to 48 hours.

## **Statewide Arkansas (AR) – Administrative Office of the Courts**

An Arkansas AOC Check is a check of the Arkansas Administrative Office of the Courts criminal record database. The average turnaround time is 24 to 48 hours.

## **Statewide Colorado (CO) – Judicial Branch**

A Colorado Judicial Branch Check is a check of the Colorado Judicial Branch criminal record database. Denver County upper court records are available. Denver County lower court records are not reported. The average turnaround time is same day to 1 business day.

## **Statewide Florida (FL) – Florida Department of Law Enforcement**

A Florida FDLE is a check of the Florida Department of Law Enforcement criminal record database. The average turnaround time is same day to 1 business day.

## **Statewide Georgia (GA) – Georgia Crime Information Center**

A Georgia GCIC Check is a check of the Georgia Crime Information Center (GCIC) criminal record database. An authorization is required. The average turnaround time is 1 to 2 business days.

## **Statewide Idaho (ID) – Judiciary**

An Idaho State Judiciary Check is a check of the Idaho State Judiciary criminal record database. The average turnaround time is 1 to 3 business days.

## **Statewide Illinois (IL) – State Police**

An Illinois State Police check is a check of the Illinois State Police's computerized criminal history record files. \*\*Separate signed consent form needed and requests must be mailed. The turnaround time is up to 3 weeks.

## **Statewide Indiana (IN) – State Police**

An Indiana State Police Check is a check of the Indiana State Police criminal record database. The average turnaround time is same day to 1 business day.

## **Statewide Iowa (IA) – Administrative Office of the Courts**

An Iowa AOC Check is a check of the Iowa Administrative Office of the Courts criminal record database, which includes felonies, misdemeanors and all court cases, maintained by clerk of court offices throughout the state. The average turnaround time is 24 to 48 hours.

## **Statewide Kansas (KS) – Bureau of Investigation**

A Kansas KBI check is a check of the Kansas Bureau of Investigation criminal record database. The criminal history information maintained by the KBI includes felony and misdemeanor arrests, prosecution data, court dispositions and information of incarceration in state-operated confinement facilities from contributing agencies. The average turnaround time is 1 business day.

## **Statewide Kentucky (KY) – Administrative Office of the Courts**

A Kentucky AOC Check is a check of the Kentucky Administrative Office of the Courts criminal record database. The average turnaround time is 2 to 3 business days.

## **Statewide Michigan (MI) – State Police**

A Michigan State Police Check is a check of the Michigan State Police criminal record database. The average turnaround time is same day to 1 business day.

## **Statewide Mississippi (MS) – Administrative Office of the Courts**

A Mississippi AOC Check is a check of the Mississippi Administrative Office of the Courts criminal record database. The average turnaround time is 1 business day.

## **Statewide Missouri (MO) – State Police**

A Missouri State Police Check is a check of the Missouri State Police criminal record database. The average turnaround time is 1 to 3 business days.

## **Statewide Montana (MT) – Department of Justice**

A Montana Department of Justice Check is a check of the Montana Department of Justice criminal record database. The average turnaround time is same day to 1 business day.

## **Statewide Nebraska (NE) – Administrative Office of the Courts**

A Nebraska AOC Check is a check of the Nebraska Administrative Office of the Courts criminal record database, which includes felonies, misdemeanors and all district court records throughout the state. Douglas District Court is not included. The average turnaround time is 1 to 3 business days.

## **Statewide New Jersey (NJ) – Administrative Office of the Courts**

The New Jersey Statewide Criminal Search includes criminal convictions and open cases from the 1950's to the present. This includes county superior courts (indictable felonies) and records from the 535 municipal courts including misdemeanors, disorderly person offenses and local ordinance violations. The search includes all known alias/aka names such as maiden names, nicknames, married names etc. as well as any birth dates and social security numbers used by the subject of the record. The average turnaround time is 1 to 3 business days.

## **Statewide New York (NY) – Administrative Office of the Courts**

A New York AOC Check is a check of the New York Administrative Office of the Courts criminal record database. The average turnaround time is same day to 1 business day.

## **Statewide North Carolina (NC) – Administrative Office of the Courts**

A North Carolina AOC Check is a check of the North Carolina Administrative Office of the Courts criminal record database. The average turnaround time is same day to 1 business day.

## **Statewide Oklahoma (OK) – Bureau of Investigation**

An Oklahoma OSBI check is a check of the Oklahoma Bureau of Investigation criminal record database. The average turnaround time is 3 to 5 business days.

## **Statewide Oregon (OR) – Oregon State Police-Open Records Unit**

An Oregon State Police Open Records Unit search includes records of convictions and any record of arrest less than one year old in which there has been no acquittal or dismissal within the state of Oregon. The average turnaround time is same day to 1 business day.

## **Statewide Pennsylvania (PA) – State Police**

A Pennsylvania State Police check is a check of Pennsylvania's State Police repository including felonies and misdemeanors and maintained in accordance with Pennsylvania's Criminal History Information Act. The average turnaround time for clears is 24 hours while records must be verified taking upwards of 3 weeks.

## **Statewide Puerto Rico (PR) – Superior Courts**

A Puerto Rico Superior Courts Check is a check of the Puerto Rico Superior Courts criminal record database. Full legal name, full date of birth, city of birth and mother's maiden name are required for this check. The average turnaround time is 3 to 5 business days.

## **Statewide South Carolina (SC) – Law Enforcement Division**

A South Carolina SLED Check is a check of the South Carolina Law Enforcement Division criminal record database. The average turnaround time is same day to 1 business day.

## **Statewide Tennessee (TN) – Administrative Office of the Courts**

A Tennessee AOC Check is a check of the Tennessee Administrative Office of the Courts criminal record database. The average turnaround time is 1 to 3 business days.

## **Statewide Texas (TX) – Department of Public Safety**

A Texas DPS Check is a check of the Texas Department of Public Safety criminal record database. The average turnaround time is same day to 1 business day.

## **Statewide Utah (UT) – Administrative Office of the Courts**

A Utah AOC Check is a check of the Utah Administrative Office of the Courts criminal record database. The average turnaround time is same day to 1 business day.

## **Statewide Washington (WA) – Administrative Office of the Courts**

A Washington State AOC Check is a check of the State of Washington Administrative Office of the Courts criminal record database. The average turnaround time is same day to 1 to 3 business days (Archived records can take up to 5 business days).

## **Statewide Wisconsin (WI) – Administrative Office of the Courts**

A Wisconsin AOC Check is a check of the Wisconsin Administrative Office of the Courts criminal record database. The average turnaround time is same day to 1 business day.



## Governmental Watch List and Sanction List Checks

### Global Security Watch List Checks

A Global Security Watch List Check is a check of national and international databases, including FBI Most Wanted List, Interpol Fugitives List, Office of the Inspector General Health and Human Services (OIG/HHS) Exclusions List, and Office of Foreign Assets Control Specially Designated National (OFAC SDN) List. The databases checked include lists of individuals with known or suspected involvement in terrorist activities, money laundering, illegal imports, fraud against governmental agencies or violations of federal banking regulations; or who are fugitives from justice. The average turnaround time is same day to 1 business day.

### OIG LEIE Checks

An OIG LEIE Check is a check of the Department of Health and Human Services (DHHS) Office of the Inspector General's List of Excluded Individuals and Entities (LEIE). An OIG LEIE is a list of individuals excluded from federally funded health care programs pursuant to the OIG's authority under the Social Security Act. Anyone who hires an individual on the LEIE may be subject to civil monetary penalties (CMP). To avoid CMP liability, health care entities need to routinely check the LEIE to ensure that new hires and current employees are not on the excluded list. Exclusions must be imposed for numerous reasons, including without limitation: criminal convictions for or related to Medicare, Medicaid, SCHIP, or other State health care program fraud, or patient abuse or neglect; felony criminal convictions for other health care-related fraud, theft, or other financial misconduct; and other criminal convictions relating to unlawful manufacture, distribution, prescription, or dispensing of controlled substances. Exclusions may also be imposed for other reasons, including without limitation: misdemeanor convictions related to health care fraud or fraud in a program funded by any federal, state or local government agency; the unlawful manufacture, distribution, prescription, or dispensing of controlled substances; suspension, revocation, or surrender of a license to provide health care for reasons bearing on professional competence or performance, or financial integrity; provision of unnecessary or substandard services; submission of false or fraudulent claims to a federal health care program; engaging in unlawful kickback arrangements; defaulting on health education loan or scholarship obligations; and controlling a sanctioned entity as an owner, officer, or managing employee. Check results include as applicable and available: name, address, date of birth, professional classification and specialty, exclusion type, exclusion date and reinstatement date. Results may be name match only due to limited identifiers in the database. The database is updated by the OIG monthly. Average turnaround time is same day to 1 business day.

#### OIG LEIE Database (Medical Exclusion List)

Office of Inspector General's List of Excluded Individuals/Entities lists include individuals and businesses excluded from participating in federally-funded health care program. Must use for any health-care business that participates in Medi-Care or other federally funded health program. Data updated monthly. Results may include name, address, DOB, professional classification, profession specialty, exclusion type, exclusion date, and reinstatement date. Search based on name match.

#### OIG LEIE Plus (Level 1)

An OIG LEIE Plus Level 1 is a check of one name in: the Department of Health and Human Services (DHHS) Office of the Inspector General's List of Excluded Individuals and Entities (OIG LEIE); plus the General Services Administration Excluded Parties lists System (GSA EPLS), Food and Drug Administration (FDA) Disqualified/Restricted, FDA Debarment Lists, Drug Enforcement Agency (DEA) List 1 Chemical, DEA CSA & Retired Registrant List, Department of Defense (DOD) TriCare Sanctions List, and DHHS Office of Research Integrity (ORI) (Public Health Service (PHS) Administrative Actions List.

#### OIG LEIE Plus One State (Level 2)

A OIG LEIE Check Level 2 is a check of one name in: the U.S. Department of Health and Human Services Office of the Inspector General's List of Excluded Individuals and Entities (LEIE); plus the General Services Administration Excluded Parties lists System (GSA EPLS), Food and Drug Administration (FDA) Disqualified/Restricted, FDA Debarment Lists, Drug Enforcement Agency (DEA) List 1 Chemical, DEA CSA & Retired Registrant List, Department of Defense (DOD) TriCare Sanctions List, and DHHS Office of Research Integrity (ORI) (Public Health Service (PHS) Administrative Actions List; and one state's disciplinary action and sanction listings.

#### OIG LEIE Plus All State (Level 3)

An OIG LEIE Plus Level 3 is a check of one name in: the U.S. Department of Health and Human Services Office of the Inspector General's List of Excluded Individuals and Entities (LEIE); plus the General Services Administration Excluded Parties lists System (GSA EPLS), Food and Drug Administration (FDA) Disqualified/Restricted, FDA Debarment Lists, Drug Enforcement Agency (DEA) List 1 Chemical, DEA CSA & Retired Registrant List, Department of Defense (DOD) TriCare Sanctions List, and DHHS Office of Research Integrity (ORI) (Public Health Service (PHS) Administrative Actions List; and the disciplinary action and sanction listings available for all 50 states, including over 900 available regulatory and certification agencies.

## Verification Services

### Education Verifications

An Education Verification is a verification of an educational degree or diploma from or attendance at a specific educational institution, and includes as applicable and available: verifier's name and title, type of degree or diploma, major, and graduation date and/or attendance dates, GPA. A signed authorization for release of information may be required by the educational institution. Educational institution or third party access fees, if applicable, are not included in the price. The average turnaround time is 1 to 3 business days.

### Employment Verifications

An Employment Verification is a verification of employment with a specific employer. A standard Employment Verification includes as applicable and available: verifier's name and title, full-time or part-time, dates of employment, title, duties and responsibilities, salary, quality of job performance, quality of attendance record and punctuality, disciplinary records with details and explanation, separation reason, voluntary/involuntary, eligibility for rehire and reason for any ineligibility for rehire. A signed authorization for release of information may be required by the employer. Employer or third party access fees, if applicable, are not included in the price. The average turnaround time for a standard Employment Verification is 1 to 3 business days.

### Employment Verification

An Employment Verification is a verification of current employment, if authorized, or the most recent former employment.

### DOT Employment Verification

A DOT Employment Verification is verification of the last 3 years of Department of Transportation (DOT) regulated employment and documentation of the 10 years of employment, if provided. Verification of the last 3 years of employment includes, as applicable and available: verifier's name and title, full-time or part-time, dates of employment, title, duties and responsibilities, salary, quality of job performance, quality of attendance record and punctuality, disciplinary records with details and explanation, separation reason, voluntary/involuntary, eligibility for rehire and reason for any ineligibility for rehire, type of vehicle or equipment driven, involvement in DOT recordable accidents, number of ticketed accidents, number of at fault accidents with explanation. A signed authorization for release of information may be required by the employer. Employer or third party access fees may apply.

### DOT Drug and Alcohol Verification

A DOT Drug and Alcohol Verification is verification of the last 3 years of Department of Transportation (DOT) regulated employer's responses to DOT (FMCSA, FAA, FRA, PHMSA, US Coast Guard and NASA) mandated drug and alcohol related questions, including as applicable and available: verifier's name, title and phone number, any breath alcohol test with the result of 0.04 BAC or higher with date of test(s), any positive drug test with date(s), any test refusals (including verified adulterated or substituted drug test results), any other violations of DOT drug and alcohol testing regulations, any successful completion of DOT return to duty requirements (including follow-up tests) with documentation. A signed authorization for release of information may be required by the employer. Employer or third party access fees, if applicable, are not included in the price.

### DOT PSP Record Search

The Pre-Employment Screening Program (PSP) is a screening tool that allows motor carriers, individual drivers and industry service providers access to individual operator's crash and serious safety violation history from the Federal Motor Carrier Safety Administration's (FMCSA) Motor Carrier Management Information System (MCMIS). PSP contains the most recent 5 years of crash data and the most recent 3 years of roadside inspection data. The record displays a snapshot in time, based on the most recent MCMIS data loaded to the PSP system.

\*\*Special Consent Form is Required

### Military Service Verification

A Military Service Verification is verification of military service, including a DD Form 214 (Report of Separation). A Military Service Verification includes an administrative military personnel record and can contain information such as: enlistment/appointment, duty stations and assignments, training, qualifications, performance, awards and medals, disciplinary actions, insurance, emergency data, administrative remarks, separation/discharge/retirement, and other personnel actions. Detailed information about the veteran's participation in military battles and engagements is not contained in the record. An authorization form is required. The average turnaround time for a military service verification is 6 to 8 weeks.

### Reference Verifications

A Reference may be professional or personal and is an interview with a supervisor, coworker, colleague, client, vendor, or other professional associate, and can include questions about character, general reputation, personal characteristics, skills, duties, responsibilities, performance, communication skills, dependability and other employment-related questions. The average turnaround time is 1 to 3 business days.

## **Professional Reference**

A Professional Reference is an interview with a supervisor, coworker, colleague, client, vendor, friend, neighbor, classmate, or other personal or professional associate, and can include reference's name, position and title; nature and length of relationship; applicant's job duties and responsibilities; job performance, dependability, attendance and punctuality, productivity and work habits, strengths and weakness, relationship with associates/colleagues/clients/customers, initiative/drive; management/supervisor responsibilities, delegation, met deadlines, communication/presentation skills; performance problems, disciplinary actions, concerns about propensity for violence or dishonesty; overall performance, recommendation, any additional comments. Questions can be customized based upon position, industry, or customer preference. Additional costs may apply to customized questions.

## **Personal Reference**

A Personal Reference is an interview with a friend, neighbor, classmate, colleague, or other personal or professional associate, and includes as applicable and available: reference's name, position and title; nature and length of relationship; character, trustworthiness, responsibility, integrity; quality of relationship with others; strengths and weaknesses; ability to handle stress, situations to avoid; recommendation, and any additional comments. Questions can be customized based upon position, industry, or customer preference. Additional costs may apply to customized questions.

## **Professional Credential Verification**

A Professional Credential Verification is a verification of a professional license, certification or other credential from a specific credentialing entity, and includes as applicable and available, verification of the type of license, certification or other credential, date of issuance, current status (e.g., valid, invalid, expired, suspended, revoked, reinstated, etc.), and any related disciplinary information. A signed authorization for release of information may be required by the credentialing entity. Credentialing entity or third party access fees, if applicable, are not included in the price. The average turnaround time is 1 to 3 business days.

## **Landlord Verification**

Our specialist are trained verify all information submitted as well as ask pertinent questions to identify any hidden issues. Average turnaround time is 1-3 business days. 3<sup>rd</sup> party fees are applied and may be billed separately.

## **Motor Vehicle Record (MVR) Checks**

### **Driving Record Check**

A Driving Record Check is a check of a specific state driving record. A Driving Record Check is available from 50 states and the District of Columbia, and includes infractions, violations, misdemeanors, felonies, points, and current status (e.g., valid, invalid, expired, suspended, revoked, reinstated, etc.). The standard scope is a 3-year driving record. A broader scope may be available from some states for an additional fee. State access fees apply. A signed authorization or state specific authorization may be required by the state. The average turnaround time is instant to 2 business days.

### **Commercial Driving License Information System Check (CDLIS)**

A Commercial Driver's License Information System (CDLIS) Check is a check of the American Association of Motor Vehicle Administrators (AAMVA) mandated CDLIS database to verify a current driver's license and identifies additional states where a driving record should be requested. Information provided includes, present driver's license number and state, name, aliases, date of birth, social security number match, up to 3 previously held driver's license numbers and states. This check complies with the FMCSA requirements under 49 CFR Part 391.21-391.27 as mandated by the Commercial Motor Vehicle Safety Act (CMVSA) of 1986 (Title XII, *Pub. L. 99-570*). The average turnaround time is instant.

### **Canadian Motor Vehicle Records**

Canadian MVRs contain a snapshot of an issued driver's license, containing information while operating heavy commercial vehicles, contains driver's license number, name, class, condition, expiry and medical due dates, status, a description of each accident, conviction and inspection, plus microfilm reference numbers. Average turnaround time is 1-5 business days.

## **Civil Court Record Services**

### **County Court Civil Record Searches**

A County Court Civil Record Search is a search of the upper county court civil (non-criminal) records located at the county seat or central county courthouse, and is available from county courts located in over 3100 counties nationwide. The search depth is a 7-year search wherever records are available 7 years back or more. If the maximum possible depth of a standard civil record search is less than 7 years, the maximum possible depth of a search is provided. All legally reportable civil records found are reported. Records provided may be name match only due to the general lack of identifiers in civil court records. Court access fees, if applicable, are not included in the price. Average turnaround time is same day to 3 business days.

## **Federal District Civil Court Record Checks**

A Federal District Civil Court Record Check is a check of federal district court civil (non-criminal) records. A Federal District Court Civil Record Check is available in 94 federal district courts nationwide. The check depth is a 7-year check wherever records are available 7 years back or more. If the maximum possible depth of a standard civil record search is less than 7 years, the maximum possible depth of a check is provided. All legally reportable civil records found are reported. Records provided may be name match only due to the general lack of identifiers in civil court records and the federal district courts' policy of redacting personally identifiable information (PII) such as date of birth, social security number, drivers' license number, and address. Average turnaround time is same day to 3 business days.

## **National Federal Civil District**

A search of all 94 Federal Judicial District Courts based on the county ordered for civil records. Searches are performed based on first and last name, DOB, SSN, and County. Average turnaround time is 1 business day.

## **Federal District Bankruptcy Court Record Checks**

A Federal District Bankruptcy Court Record Check is a search of federal district bankruptcy court records. The search depth is a 10-year search wherever records are available 10 years back or more. If the maximum possible depth of a standard bankruptcy court record search is less than 10 years, the maximum possible depth of a search is provided. All legally reportable bankruptcy court records found are reported. Records provided may be name match only due to the federal district courts' policy of redacting personally identifiable information (PII) such as date of birth, social security number, drivers' license number, and address. Average turnaround time is same day to 3 business days.

### **Federal District Bankruptcy Court Record Check – 1N1D (1 Name, 1 District)**

A Federal District Bankruptcy Court Record Check – 1N1D is a check of 1 Name in one specific federal district bankruptcy court.

### **National Federal District Bankruptcy Court Record Check – 1NN (1 Name, Nationwide)**

A National Federal District Bankruptcy Court Record Check – 1N is a check of 1 Name in all federal district bankruptcy courts nationwide.

## **Eviction Database Services**

### **Eviction Enhanced Search**

This search now combines multiple data sources of civil eviction records in order to provide an enhanced eviction search. The search is conducted based upon applicant name, state and first three digits of the zip code. Case history for seven years is returned and the typical information included is defendant's name, address where evicted, date, judgment amount, disposition status, plaintiff and phone number, plaintiff's attorney and phone number. Eviction searches are civil records, matched by last name, partial first name zip code. Average turnaround time: Instant – 5 minutes. Records are available in all states and the District of Columbia, but certain jurisdictions and areas of low population density may not report or may provide limited data.

### **Eviction Enhanced Plus Search**

A robust eviction service that utilizes address history associated with the applicant's SSN in addition to the core address submitted to search for evictions. Due to the limited identifiers on evictions and for a more accurate search, the house or street number is used in addition to the zip code, first and last name to match records to your applicant. The search is a 7 year history and the typical information returned, if available, is the defendant's name, address where evicted, date, judgment amount, dispositions status, the plaintiff and plaintiff phone number and the plaintiff's attorney and phone number. Average turnaround time: Instant - 5 minutes. Coverage is provided in all 50 states and the District of Columbia, but certain jurisdictions and areas of low population density may provide limited data.

## **Credit Bureau Data Services**

### **Tenant Credit Report**

A Tenant Credit Report provides: credit history, payment history, debts, public records (e.g., bankruptcies, liens, judgments), aliases and address history. A Tenant Credit Report is for non-employment purposes only. Federal, state and local laws may restrict or prohibit your use of the information provided. A signed authorization is required. The average turnaround time is instant.

### **Employment Credit Report**

An Employment Credit Report provides: credit history, payment history, debts, public records (e.g., bankruptcies, liens, judgments), aliases, address history, and some employment history. An Employment Credit Report is for employment purposes only and the information provided is more limited than a non-employment credit report. A credit score is not available with an Employment Credit Report. State and local law may prohibit or restrict your procurement of a credit report for employment purposes. Federal, state and local laws may restrict or prohibit your use of the information provided. A signed authorization is required. The average turnaround time is instant.





## Drug Test Services

A drug test is the testing of a donor's urine, hair or oral fluid (saliva) for the presence of illicit substances (drugs, drug metabolites) and/or alcohol. Urinalysis, Hair Testing and Oral Fluid (Saliva) Testing are available. Drug tests include specimen collection, an initial screen, GC/MS confirmation testing, if needed, and medical review. Medical Review is review of the initial result by a Medical Review Officer (MRO), a certified medical doctor with expertise and training in substance abuse and drug and alcohol testing. Our Web CCF tool, an electronic drug test chain-of-custody/custody-and-control form, (CCF) provides the ability to submit an electronic CCF to the collection site and testing laboratory, eliminating the need for paper CCF forms. This option is available on most drug test services. Third party collection fees may apply and are an additional cost, and may be billed separately. The average turnaround time is 1-3 business days after specimen is received by the testing laboratory. Additional Drug Test Panels available and quoted upon request.

### Urinalysis

Urinalysis is the testing of a donor's urine specimen for the presence of illicit substances (drugs, drug metabolites) and/or alcohol, if expressly included in the test panel. A test panel is a specific list of substances to be tested for. The most common employment drug test panels are listed below. Additional custom panels can be quoted upon request. Common employment drug test panel add-ons include MDMA (Ecstasy), Expanded Opiates (Hydrocodone, Oxycodone), and Alcohol.

#### 5 Panel Urinalysis

Amphetamines, Cocaine, Opiates, PCP and Marijuana

#### 5 Panel Hair

Amphetamines, Cocaine, Opiates, PCP and Marijuana. Includes collection, initial screen, confirmation GC/MS screen if needed, and MRO.

#### 6 Panel Oral Fluid

Amphetamines, Methamphetamine, Cocaine, Opiates, PCP and Marijuana. Includes overnight shipping to lab, initial screen, confirmation GC/MS screen if needed and MRO. This device is self-collected and uses a \$4.00 collection kit, sold separately. WebCCF not available.

#### 9 Panel Urinalysis

Amphetamines, Cocaine, Opiates, PCP, Marijuana, Barbiturates, Benzodiazepines, Methadone and Propoxyphene. Includes collection, initial screen, confirmation GC/MS screen if needed, and MRO.

#### 10 Panel Urinalysis

Amphetamines, Cocaine, Opiates, PCP, Marijuana, Barbiturates, Benzodiazepines, Methadone, Propoxyphene, and Methaqualone. Includes collection, initial screen, confirmation GC/MS screen if needed, and MRO.

#### DOT Panel Urinalysis

Amphetamines, Cocaine, Opiates, PCP and Marijuana. Complies with all requirements of Department of Transportation (DOT) regulations 49 CFR Part 40.

## International Services

### International Criminal Records Search

An International Criminal Record Search is a search of available criminal records located at law enforcement agencies, government offices, repositories and courts in over 200 countries. The search depth varies from country to country. If the maximum possible depth of a criminal record search is less than 7 years, the maximum possible depth of a search is provided. All legally reportable felony and misdemeanor conviction records, pending cases and non-conviction records found are reported. Court access fees, if applicable, are not included in the price. Additional release forms and/or country specific release form required. Average turnaround time is 3 to 15 business days but can be longer in certain international locations.

### International Education Verification

An International Education Verification is a verification of a degree or diploma from or attendance at a specific educational institution, and includes as applicable and available: verifier's name and title, type of degree or diploma, major, and graduation date and/or attendance dates, GPA. A signed authorization for release of information may be required by the educational institution along with a copy of transcripts, degree or diploma. Educational institution or third party access fees, if applicable, are not included in the price. The average turnaround time is 3 to 15 business days but some verifications can take longer.

## **International Employment Verification**

An International Employment Verification is a verification of employment with a specific employer. A standard International Employment Verification includes as applicable and available: verifier's name and title, full-time or part-time, dates of employment, title, duties and responsibilities, salary, separation reason, voluntary/involuntary, eligibility for rehire and reason for any ineligibility for rehire. A signed authorization for release of information may be required by the employer. Employer or third party access fees, if applicable, are not included in the price. The average turnaround time for a standard International Employment Verification is 3 to 15 business days but some verifications can take longer.

## **Post-Offer and Post-Hire Verification Services**

### **E-Verify Check**

An E-Verify Check is an electronic post-hire verification of employment eligibility conducted on behalf of an employer as a designated Employer Agent through the Social Security Administration (SSA) and Department of Homeland Security (DHS) E-Verify system. An E-Verify Check requires an Application and execution of a Memorandum of Understanding (MOU) between the employer and SSA/DHS. Assistance with the Application, MOU and account set up is provided as a value-added service. An E-Verify Check is prohibited pre-hire and is typically completed after the I-9 Form. Once an E-Verify account is set up, the average turnaround time for an E-Verify Check is 1 to 2 business days.

### **Worker's Compensation Claim History Check**

A Worker's Compensation Claim History Check is a post-offer check of a specific state's worker's compensation claims database. If a claim history is found some or all of the following information is provided as applicable and available: date of accident, date of claim, case number, type of injury, how injury was incurred, length of absence from work, and number of claims filed. A Worker's Compensation Claim History Check should not be conducted pre-offer and is not available in all states. An application, account set up or registration with some states is required. An authorization or a state specific authorization may be required. Access fees, if applicable, are additional and not included in the price. The average turnaround time varies by state and can range from several business days to several weeks.

## **Site Inspection**

### **Onsite Inspection**

Onsite Inspection includes verifying the location and nature of the business and answers a series of questions regarding the business to ensure compliance. Most inspections are complete within 3 business days; however, location and availability of a contact at the business to schedule the inspection may result in a longer turnaround time. The request must include a physical address, contact name, and phone number. Once an inspection has been set up, a cancellation will result in a \$20 cancellation fee. Inspection time agreed upon by End User and Inspector. The state of NV requires inspections be conducted by a licensed PI and constitute an additional \$50 fee.

## **Order Compliance Service**

### **Order Compliance**

Our Data Specialists review criminal and civil records results to ensure compliance with the FCRA and established industry best practices. Separate agreement required.