



# BACKGROUND SCREENING OPTIONS

## Structured to Your Business Needs

**Civil Search-** Our researchers will provide this service to you by going directly to the upper and lower (Superior & Municipal) courts. The search will reveal any civil litigation that the applicant has been involved in, including tax liens, lawsuits, and judgments. The nature of past business relationships can be successfully evaluated by conducting this research.

**Commercial Driver's License Information System (CDLIS)-** This report informs motor carriers of the states in which a commercial driver applicant has been licensed.

**County Criminal Search-** This search provides information received directly from the county court in which a felony or misdemeanor conviction is recorded. County Criminal records are searched by name and results received are adjudicated using identifiers related to the applicant prior to information being reported.

**Credit Report-** Information is obtained from the Credit Bureau regarding the subject's past financial history.

**Education Verification-** As the most commonly falsified information on applications, it is vitally important to conduct this research. We verify school accreditation, diploma or type of degree, major/minor, honors, and attendance records.

**Employment Verification-** This is the second-most embellished information provided by applicants. To ensure the accuracy of this material, we go directly to previous employers to verify dates of employment, position held, and salary level (when available). We also inquire about the applicant's previous work ethic, reasons for leaving, and eligibility for rehire so that you can feel more comfortable in the hiring process.

**Federal Criminal Search-** This search accesses the highest federal court in the district to identify criminal convictions on federal charges including, but not limited to, securities and tax law violations, immigration violations, embezzlement, terrorism, weapons violations, interstate drug crimes, and civil rights violations. Federal crimes tend to be very serious in nature; therefore we strongly recommend this search for important, high ranking positions. In addition, the search will reveal serious "white collar" crimes, making it a vital search for financial, executive, and managerial positions.

**Fraud and Abuse Control Information System (FACIS)-** This search reveals any sanctions that may have been placed on an individual by the healthcare field.

**General Services Administration (GSA)-** Reports whether a company or individual is excluded from Federal Procurement and Non-Procurement programs.

**Global Report (includes OFAC, Terror Watch List and Patriot Act Lists)-** This service helps impede terrorists by identifying individuals linked to terrorism or classified on government watch lists, improving compliance with the United States Patriot Act.

**Health & Human Services (HHS) / Office of the Inspector General (OIG)-** This is a specialized database search for hospitals and health care organizations pertaining specifically to incidents of Medicare and Medicaid fraud. Exclusions include convictions for program related fraud, patient abuse, and default on health education assisted loans and licensing board actions.

**Motor Vehicle Report (MVR)-** A Motor Vehicle Report is essential when hiring employees who drive company vehicles or who drive on company business. This search verifies that an applicant has the driver's license claimed (license type, current status, standing, and possible restrictions). MVR records are available for all 50 states. Each state maintains its own database of driving records and equally, each state regulates how the motor vehicle records are stored and released. Additional forms, such as authorization, may be required to access records. Information reported in a motor vehicle report varies between 3 to 10 years and this is based on the individual state reporting the information.

**National Criminal Record Search (NCRS) + Sex Offender-** This is a database search at the national level for criminal offenses, as well as providing a search of the national sex offender database. THIS IS NOT A FAIL-SAFE SEARCH but is a recommended ADD-ON to a county and federal criminal search. It may provide information from other jurisdictions in which the subject may have criminal convictions. If records are found, Federal Law (the FCRA) requires additional searches (see *County Criminal Search*) before adverse hiring decisions can be made.

**Professional License Verification-** It is important to check the validity of an applicant's professional credentials. This research, conducted with the appropriate licensing agency, verifies the license date of issue, current status, actions, and/or complaints.

**Professional Reference-** Our researchers connect with former co-workers, colleagues, and supervisors to provide an assessment of the applicant's work record and capabilities. This service is highly customizable to fit the requirements of your organization.

**Social Security Trace Verification-** This search provides information on an applicant's address history based on the name and social security number. The following information is returned and reported: full name and/or alternate names used by an applicant, dates at listed addresses, and age/date of birth. This search, when combined with additional screening check types, provides a more complete background report.

**Statewide Criminal Search-** This search can help broaden the geographic search area covered by the criminal check of a comprehensive background order. The availability of statewide criminal records does vary from state to state. Statewide criminal records are dependent on the county level courts to provide information; therefore, information may not be complete or up-to-date at the time of the search request.

**Workers' Compensation History-** These reports identify Workers' Compensation claims against an applicant's past employers from a statewide search available in most states. The Workers' Compensation check type must be conducted post offer for employment. This search type is typically associated with and recommended for manufacturing, production environments, or positions requiring physical activity.

**Workers' Compensation Search-** This search locates claim histories through a check of Workers' Compensation Commissions in the state(s) where the candidate has resided. All investigations are conducted in compliance with the Americans with Disabilities Act (ADA).

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