

## EMPLOYER SERVICES & PRICING

### SearchMyBackground™ WITH PAPERLESS CONSENT FORM

**FREE and included with account set-up:** [SearchMyBackground™](#) enables applicants to enter their own personal information and sign Disclosure and Authorization forms online via our secure site.

### PACKAGES

<u>Basic</u>	<u>Enhanced</u>	<u>Professional</u>
Multi-State Criminal Search	Basic	Enhanced
+	+	+
ONE County Criminal	<u>National Federal</u>	County Civil
OR	\$48 (plus county/state fees)	<u>Employment Verification</u>
<u>ONE Statewide Criminal</u>		\$69 (plus county/state fees)
\$28 (plus county/state fees)		

### DATABASE SERVICES

#### **Multi-State Criminal Search with Alias (Multi-State/SOR/SSN/Address)**

**\$19.00**

**Multi-State Criminal Search** Searches more than 1 billion criminal records from Counties, Department of Corrections (DOC), Administrative Offices of the Court (AOC) and State Sex Offender Registries (SOR) covering all 50 states and Washington, DC. Also included are national and international terrorism sources, more than 2.1 million photos are available. A full source description is available upon request. Turnaround time is instant. All names returned on the SSN trace are searched in the database. Click [here](#) to review the Sources that report information into our Multi-State service.

- **Alias Names Searched** - All names returned on the SSN trace are searched against the database
- **National Sex Offender Registry Searched**
- **SSN Trace** - Name and address history is reported for use in additional due diligence (i.e. County Criminal services)
- **SSN Validation** - Validates the SSN entered and provides the state and issuance date
- **SSN Death Index Search** - Validates that the SSN entered does not belong to a deceased individual
- **Red Flag Review by FCRA Certified Staff**
- **All red flags are validated before marked as complete - *Validation of criminal records must be performed prior to any Adverse Action***

*See Source List document on our website for details on counties and states that report to this database.*

**DISCLAIMER:** *Though database searches are very broad they should not be relied upon as your only source of information. Database searches should always be accompanied by individual county court searches or statewide repository searches of the known addresses of each applicant.*

#### **National Sex Offender Registry**

**\$6.00**

A National State Sex Offender Registries (NSSOR) Check is a check of state sex offender registries from 50 states, the District of Columbia, Guam, Puerto Rico, Virgin Islands and many Native American tribes (including offender photographs where available). Average turnaround time is instant.

#### **Social Security Number Trace**

**\$5.00**

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.

### **Continuous Monitoring Multi-State Criminal Search with Alias**

**\$8.00\*\***

Our Continuous Monitoring Multi-State Criminal is a post-hire service that will perform a daily search of all names developed from a Social Security Number Trace (SSN Trace) in the multi-state database. The entered name and all names returned in the trace are automatically placed into continuous monitoring. Any change in the results since the last query will be provided at the time it is reported. A new profile is automatically created with the record details. Once per year, the SSN trace data is refreshed, and any results that are different from the original trace will also be returned and a new profile is created. The applicant remains in monitoring until the name is removed. SSN Trace is included with this service. Written notice is required to add or remove names from Continuous Monitoring services as service is billed monthly at \$8 per name per month.

## **MANUAL SERVICES**

### **County Courthouse Criminal Search**

**\$10.00\***

Search of felony and misdemeanor criminal records located at the county seat or central county courthouse. The search depth is a 7-years unless specific notes are added to the order to request additional years to be searched. All legally reportable felony and misdemeanor conviction records and pending cases found are reported. Court access fees, if applicable, are not included in the price. Average turnaround time is same day to 3 business days unless the county requires a Court Clerk assistance.

### **Continuous Monitoring County Criminal Search**

**\$7.00\*\***

Our Continuous Monitoring County Criminal search is a post-hire service that searches County Criminal records daily in a specific state or region. Any change in the results (pending cases or convictions) since the last query will be provided at the time it is reported. Not every county reports information, however 93% of the United States population is represented. Written notice is required to add or remove names from Continuous Monitoring services as service is billed monthly at \$7 per name per month.

### **Statewide Criminal Repository Search**

**\$10.00\***

7-year search of a state court or state law enforcement agency criminal record database – please inquire about your state. 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. The average turnaround time varies from same day to over a week.

### **National Federal Courts Search**

**\$20.00\***

Searches the Federal (US Courts) – this is separate from State and Local courts. This service 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 and pending cases. 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.

### **Nationwide Wants and Warrants**

**\$20.00**

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.

### **MVR records (Driving History)**

**\$5.00\***

A Driving Record Check is a check of a specific state driving record. This service 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. State access fees apply. A signed authorization or state specific authorization may be required by the state. PA requires a specific state consent to be filled out and submitted manually. The average turnaround time is instant to 5 business days.

**Commercial Driving License Information System Check (CDLIS)****\$9.00**

Our 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.

**Education Verification****\$10.00/school\***

An Education Verification is a verification of a degree or diploma from or attendance at an educational institution and includes as applicable and available: verifier's name/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. Third party access fees, if applicable, are not included in the price. Separate agreement required prior to ordering service. The average turnaround time is 1 to 5 business days as 5 attempts are made to validate the degree or diploma.

**Employment Verification****\$10.00/employer\***

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, 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. Separate agreement required prior to ordering service. The average turnaround time for standard Employment Verification is 1 to 5 business days as 5 attempts are made to validate employment.

**Professional Credential Verification****\$10.00/license\***

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. Separate agreement required prior to ordering service. The average turnaround time is 1 to 3 business days.

**Professional Reference****\$10.00/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 or supervisor responsibilities, delegation, met deadlines, communication and presentation skills; performance problems, disciplinary actions, concerns about propensity for violence or dishonesty; overall performance, recommendation, any additional comments.

**Healthcare Sanctions Level 3 (OIG LEIE Plus Level 3)****\$10.00**

Our Healthcare Sanctions Level 3 service 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), System for Award Management (SAM), 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.

**E-Verify****\$15.00**

E-Verify 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.

**County Civil****\$12.00\***

Our County Civil is a search of the county court civil (non-criminal) records located at the county seat or central county courthouse. The search depth is a 7-year. 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. Average turnaround time is 3 to 5 business days.

**Employment Credit Report (PEER)****\$15.50**

This service provides credit history, payment history, debts, public records (e.g., bankruptcies, liens, judgments), aliases, address history, and some employment history. A Pre-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.

*NOTE: If you desire access to credit reports, you must agree to a physical site visit and inspection. The cost of the **site visit is \$85.00**. Please indicate on Service Agreement, page 1, if you wish to have access to credit reports.*

**Worker's Compensation****\$13.00\***

This post-employment search will help identify applicants that may pose a threat to the safety of employers as well as the safety of other employees. Reports include date of accident, case number, type of injury, how the injury was incurred and how long the employee was absent from work. Some states may impose surcharges, which may be billed separately. State surcharges are in addition to the cost for the Worker's Compensation service provided. Some states may also require a signed release. Worker's Compensation is not available in all states.

**Drug Testing**

A drug test is the testing of a donor's urine for the presence of illicit substances (drugs, drug metabolites) and/or alcohol. 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.

**Our two most often requested drug testing services:****5 Panel Urinalysis****\$35.00**

Amphetamines, Cocaine, Opiates, PCP and Marijuana

**10 Panel Urinalysis****\$37.00**

Amphetamines, Cocaine, Opiates, PCP, Marijuana, Barbiturates, Benzodiazepines, Methadone, Propoxyphene, and Methaqualone.

**International Criminal/Education/Employment****Pricing Varies Call 866-891-1954 opt 2**

International Criminal Records, Education Verifications, and Employment Verifications are available upon request. The search availability and 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 and pending cases 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. For more information please inquire about services available for a specific country.

\* 3<sup>rd</sup> party surcharges may apply

\*\* Continuous monitoring services require written notice to add or remove names as they are billed monthly per name per month.