Nationwide
Background
Investigations
CIA

Clear Investigative Advantage, LLC

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HOW IS CIA DIFFERENT?

With superior technology and customer service, Clear Investigative Advantage, LLC (CIA) has created a process that provides our clients with solutions to ordering multiple levels of background checks - simple and efficient.

FOUR STEP PROCESS

EMPLOYEE SCREENING

Step 1: Identity Validation

Step 2: Criminal Records

Step 3: Resume Authentication

Step 4: CIA Super Search

VOLUNTEER SCREENING

Step 1: Identity Validation

Step 2: Criminal Records

Step 3: Character Confirmation

Step 4: CIA Super Search

TENANT SCREENING

Step 1: Identity Validation

Step 2: Criminal Records

Step 3: Rental Validation

Step 4: CIA Super Search

FEATURES AND BENEFITS

Stay Informed
- It is important to keep up with the assortment of challenging and involved statutes, laws, and regulations. In the US, legal issues and considerations exist at federal, state, and local levels.
- We take compliance seriously and educate our clients if there is updated information that may affect the screening process.

Protect Your Applicants
- Because background checks disclose highly sensitive information about individuals, it is imperative that the confidentiality of the information is appropriately and strictly secured.
- We use six levels of protection to secure online data, and reports are archived on our website to mitigate the risk of stolen information from printed materials.

Screen Effectively
- Time is valuable. Screening each applicant equally eliminates the possibility of discrimination and helps avoid costly mistakes.
- Package ordering and pre-set instructions are two options we offer to assist our clients in screening consistently and quickly.

CUSTOMER SERVICE

A high level of service is vital in the background screening business. We adapt to meet our clients' needs and are always available for a consultation.

INFORMATION

Up-to-date record information is essential, and our nationwide Research Team retrieves real-time data directly from court sources.

ASSURANCE

Reports must be accurate and prompt for well-informed decisions. Our Quality Assurance Team reviews all reports and follows a 50 State Compliance Guide.

OUR WEB-BASED SYSTEM IS SIMPLE, EFFICIENT, AND USER-FRIENDLY!

- Online Client Account can be accessed 24/7 and is customizable.
- Multiple users can be created so each search is associated with the requestor.
- Invoices are generated on a monthly basis and can be paid securely via credit card.
- Pending reports and searches requiring attention appear on the 'MyCIA' home page.
- Previously ordered reports can be archived and found based on various search criteria.
- 'Reference' field offers endless options for sorting searches on an invoice.
- 'Price Check' feature effortlessly allows current pricing to be reviewed.
- 'Order More' button populates the applicant's information for convenience when requesting additional searches.

CLEAR INVESTIGATIVE ADVANTAGE
Nationwide Pre-Employment Screening

Uncover their Past : Protect your Future

Screen Smarter with Clear Investigative Advantage!

IDENTITY VALIDATION

Our Social Security Trace is a great tool to establish appropriate areas to search and uncover addresses omitted from the application.

CRIMINAL RECORDS

Up-to-date record information is essential, and our nationwide Research Team retrieves real-time data directly from court sources.

CIA SUPER SEARCH

Our instant nationwide criminal and sex offender database check. Important overview to add to any package. Also, valuable as a preliminary and recurring screening tool.

OUR SUGGESTED SCREENING PRACTICE
FOUR STEP PROCESS

STEP 1: CIA IDENTITY VALIDATION

- Our Social Security Trace is the foundation of a background investigation; it validates the SSN and reports associated addresses, aliases, & DOB's.

- Our philosophy is to initially validate the identity of an applicant before requesting their criminal history.

STEP 2: CIA CRIMINAL RECORD SEARCHES

- Next, county, state*, and Federal searches should be requested for a minimum seven-year period for each related alias, if any.

- Appropriate areas are based on the address history provided by the Social Security Trace and any other known locations of residence, work, travel, etc.

  *A state search, when in place of a county search, is only recommended if the associated state offers real-time information that meets our exacting standards for data accuracy. Currently, less than one-third of states offer such repositories.

STEP 3:

CIA RESUME AUTHENTICATION - FOR SCREENING EMPLOYEES

- We recommend ordering Education, Employment, Reference, and Professional License Verifications that correspond to the information listed on the resume and/or application in order to determine work history status.

CIA CHARACTER CONFIRMATION - FOR SCREENING VOLUNTEERS

- We recommend ordering Reference and Employment Verifications in addition to searching the Sex Offender Registry that corresponds to each reported and known state of residence. Civil Searches and a Credit Check may be considerations as well.

CIA RENTAL VALIDATION - FOR SCREENING TENANTS

- We recommend ordering Landlord, Employment, and Reference Verifications in addition to Eviction Record Searches and a Tenant Credit Check that corresponds to the information listed on the application and Social Security Trace in order to determine rental history status.

STEP 4: CIA SUPER SEARCH

- Lastly, because crimes are not isolated to reported and known addresses, we recommend ordering this instant database search that includes over 650 criminal data, sex offender registry, and security watch-list sources from around the nation.

- This search provides another layer of security in the screening process by gaining an overview of an applicant's history which may uncover additional records.

Contact our Sales Team:
Sales@CIAresearch.com or 888-CIA-2503

CLEAR INVESTIGATIVE ADVANTAGE
Nationwide Pre-Employment Screening

COMPLETE LIST OF SERVICES
CRIMINAL HISTORY SEARCHES

DID YOU KNOW?

SST
This is a great tool to establish appropriate areas to search and uncover addresses omitted from the application.

CSS
Hiring decisions should not be based solely upon information contained in this search. To remain FCRA compliant, any information reported in a database search should be followed up appropriately with Criminal Record Searches.

CRI
We utilize the expertise of our nationwide network of researchers to ensure we are supplying the most up-to-date record information available. Our Quality Assurance Team follows a 50 State Compliance Guide to determine reportable records.

MVR
Ordering a driving history report for all employees or volunteers who drive a company or personal vehicle for business is a great way to recognize the risk for your business.

OFAC
We recommend this search for any employer with sensitive information.

OIG
This search is invaluable for healthcare industry candidates. It is required of certain healthcare and other professionals to be within government compliance.

CIA SUPER SEARCH (CSS)
- CIA's Instant Nationwide Criminal Database Check
- Reports information instantly and contains over 650 national and international sources:
  - Criminal Repositories
  - Sex Offender Registries
  - Security Watch-lists
- Individual Statewide Database Searches are offered for a majority of states.

CRIMINAL MONITORING
- Monthly recurring check
- Affordable and hassle-free way to continuously uncover records in the CIA Super Search database by automatically requesting updates each month for 12 consecutive months.

CRIMINAL RECORD SEARCH (CRI)
- 1-3 Days
- Ordered per county or state; all 3100+ US counties are offered. Reports real-time county courthouse information including felonies and misdemeanors covering the standard seven-year time frame and often longer.
- Individual State Criminal Record Searches are offered for a majority of states.

FEDERAL CRIMINAL RECORD SEARCH
- 24 Hours
- Ordered per district or as a nationwide search; reports Federal court information including acts which have been made criminal by Federal law such as: tax evasion, interstate kidnapping, embezzlement, and interstate drug trafficking.

INTERNATIONAL CRIMINAL RECORD SEARCH
- 7-10+ Days
- Offered for over 50 countries/areas around the world.

SEXUAL OFFENDER REGISTRY SEARCH (SOR)
- 24 Hours
- Ordered per state; each state offers a repository of registered sexual offenders.

WANTS & WARRANTS SEARCH (W&W)
- 1-3 Days
- Ordered as a nationwide search; returns any outstanding extraditable felony or misdemeanor arrests reported by local, county, state, and Federal agencies.

GOVERNMENT SANCTION RECORD SEARCHES: (OFAC) & (OIG)
- 24 Hours
- **Office of Foreign Asset Control** - Specially Designated Nationals List (SDN) - Commonly used to identify persons deemed as a threat by the US, to identify any risks or associations that may deem an applicant dangerous, or for Patriot Act Compliance.
- **Office of Inspector General** - List of Excluded Individuals/Entities (LEIE) - Reports individuals and businesses excluded from participating in Medicare, Medicaid, or other federally funded health care programs.

COURT COPIES (CC)
- Turn-around Time Depends on the Area
- Legal copies of the case file/docket directly from the clerk.
- Used to obtain additional identifiers and other case information not included in the criminal record search.

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SERVICES CONTINUED
MORE BACKGROUND SEARCHES

SOCIAL SECURITY TRACE (SST)
- CIA's Instant Identity Validation and Address History Report
- Validates the SSN and reports associated aliases, addresses, dates of residence, and DOB's.

CREDIT CHECK (CRC)
- 24 Hours
- Financial history reported from TransUnion featuring four standard types of information: Identifying information, Credit history, Public records, and Inquiries.

MOTOR VEHICLE REPORT (MVR)
- Instant for 40 states. Other states take 1-10 days.
- Reported information differs per state and generally includes: validation of the license number, status of license, and any accidents, traffic citations, or suspensions.

DRUG TEST (DR5)
- 5-panel drug screening; results are obtained and reported within minutes.
- This is a rapid, one step screening test for the detection of Cocaine, Methamphetamine, Marijuana, Opiates, Phencyclidine.
- Screening is administered at our North Dallas office and hours are Monday-Friday, 9am-4pm.

DRUG TEST - QUEST (DRQ)
- 5-panel and 10-panel drug screening available; results are normally reported in 2-3 days.
- 5-panel: Amphetamine, Cocaine, Opiates, Phencyclidine, Marijuana, with nitrates check.
- 10-panel: Amphetamine, Barbituates, Benzodiazepines, Cocaine, Methadone, Methampetamines, Opiates, Phencyclidine, Propoxyphene, Marijuana with nitrates chec.k
- Screening can be administered at more than 2000 conveniently located patient service centers across the country.

EMPLOYMENT VERIFICATION (EMP)
- 1-3+ Days for US
- 10+ for International
- Information obtained from present and past employers.

EDUCATION VERIFICATION (EDU)
- 1-3+ Days for US
- 10+ for International
- Information obtained through the registrar's office or institution responsible.

REFERENCE VERIFICATION (REF)
- 1-3+ Days
- Our research criteria consist of a 15-question inquiry to establish the work capacity.

PROFESSIONAL LICENSE VERIFICATION (LIC)
- 1-3+ Days
- Search depends on state and profession. Reported information generally includes: license holder's name, address, type, number, status, and issue/expiration dates.

DOT VERIFICATION (DOT)
- For DOT compliance: Verify transportation history to ensure applicant is ready to operate a company vehicle. Research questions include: general performance for previous work, safe vehicle operation, accident history, substance abuse history, etc. All questions comply with DOT regulations.

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SERVICES CONTINUED
MORE BACKGROUND SEARCHES

DID YOU KNOW?

The average person has resided in two to three counties in a seven-year period.

IDENTITY VALIDATION

This is a great tool to establish appropriate areas to search and uncover addresses omitted from the application.

CRIMINAL RECORDS

Up-to-date record information is essential, and our nationwide Research Team retrieves real-time data directly from court sources.

CIA SUPER SEARCH

Database searches can also be valuable as a preliminary and recurring screening tool.

ALIAS SEARCH
- Can be added to any request for complete coverage of all known names and/or names reported on the Social Security Trace.
- Ordering additional searches for any applicable alias/maiden names is recommended since criminal records are filed by exact name and DOB.

PHOTO ID BADGING
- Printed immediately with digital photo or in-house camera.
- Customizable with company logo, expiration date, terms, color, layout, etc.
- Excellent to add to any package or drug test; Can be ordered individually.
- Most often used as proof that background check was completed and/or passed.

WORKERS COMP CHECK (WCC)
- 1-3 Days
- Offered for most states. Reported information generally includes: person filing claim, address/SSN on file, filing number, employer, insurance carrier, accident, claim, disability dates, type of accident, part of body injured, name of attorney, and settlement details.

CIVIL RECORD SEARCH (CIV)
- 2-5 Days
- Returns county courthouse information regarding divorce, child support, judgments, corporations, private parties, and businesses for litigation purposes.
- Reported information generally includes: defendant and plaintiff names, case number, dates, type of filing, and any additional information the index provides.

CREDIT CHECK - TENANT (CRT)
- 24 Hours
- For Tenant Screening: Includes Tenant Score
- Financial history reported from TransUnion featuring four standard types of information: Identifying information, Credit history, Public records, and Inquiries.

LANDLORD VERIFICATION (LAN)
- 1-3+ Days
- For Tenant Screening: Information obtained from previous landlords to establish rental eligibility. Our research questions include: move in/out dates, lease expiration, rental amount/history, noise complaints, unauthorized occupants, and damage to the property.

EVICTION RECORD SEARCH (EVI)
- 24 Hours
- For Tenant Screening: Ordered per defendant, plaintiff, or both.
- Since eviction records may not have sufficient information to establish an exact identity, eviction search results should be taken as indicator of information to be verified prior to making a rental decision.

ADVERSE ACTION LETTERS
- 24 Hours
- For notifying applicants of a pre-adverse and adverse action.
- To be FCRA-compliant, employers must send notification that they may not be considered for employment based on whole or part of the background report. The employer must send a final notification if the adverse action was taken.

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