

## COMPLETE LIST OF SERVICES

### CRIMINAL HISTORY SEARCHES

#### COUNTY CRIMINAL RECORD – 1-3 Days

- One of the most common searches conducted by employers.
- Requesting searches conducted where the applicant has lived, worked, traveled, and studied is the best approach.

#### COUNTY CIVIL RECORD – 2-5 Days

- Most are name only matches.
- Returns information from county repositories regarding divorce, child support, adoption, wrongful death claims, personal injury claims, bankruptcies, judgments, tax liens, lawsuits, and other matters.

#### FEDERAL CRIMINAL RECORD – 24 Hours

- Not found in county or state repositories; they are found only by searching the 94 Federal Judicial Districts in the US.
- Most are name only matches.
- Typical charges include homicide, interstate kidnapping, interstate drug trafficking, robbery of a bank, embezzlement, immigration, tax evasion, firearm charges, certain sex offenses, and crimes aboard an aircraft.

#### NATIONAL CRIMINAL DATABASE – Instant

- Our **CIA Super Search** database contains over 650 national and international sources: Criminal Records, Sex Offender Registries, and Security Watch-lists.
- Should be used as a supplement or pre-screen option; re-verification is suggested to confirm subject identity and current disposition.
- Ordered as a nationwide search or per state. Monthly monitoring available.

#### NATIONAL SEX OFFENDER REGISTRY – 24 Hours

- Typically contains information on individuals who have committed sexually violent offenses against adults and children, as well as certain sexual contact and other crimes against victims who are minors.
- Ordered as a nationwide search or per state. Monthly monitoring available.

#### NATIONAL WANTS & WARRANTS – 1-3 Days

- A database of records collected from various states, counties, and law enforcement agencies revealing if a person has an outstanding warrant but is not all-inclusive.
- Should be followed up with a county criminal history search to confirm the information.

#### STATE CRIMINAL RECORD – 1-3 Days

- Ordered per state; not all states have a repository and many states lack a process for keeping the repository up-to-date and accurate.

### DRIVING RECORDS

#### MOTOR VEHICLE REPORT – Instant for 40 States; 1-10 Days for Other States

- Normally requested on an employee that will be traveling for a company or if driving is a function of their employment. A CDL license is required to operate vehicles with a gross weight of 26,001 lb or more.
- May provide insight to vehicle-related criminal convictions and/or DUI type convictions that may not be found elsewhere.

### DID YOU KNOW?

The Average Person  
has Resided in  
2-3 Counties in a 7  
Year Period.

#### SOCIAL SECURITY TRACE

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

#### CIA SUPER SEARCH

Hiring decisions should not be based solely upon information contained in a database; to be FCRA compliant, follow up with Criminal History Searches.

#### CRIMINAL HISTORY SEARCHES

Our Quality Assurance Team follows a 50 State Compliance Guide to determine reportable records.

#### MOTOR VEHICLE REPORT

Ordering driving records for those who drive a company or personal vehicle for business is a great way to recognize risk.

#### OFAC

We recommend this search for a wide range of industries; all persons and entities within the US must comply.

#### OIG

This is important to many health care providers; a Civil Monetary Penalty applies for institutions that hire excluded parties.

We Must Have a  
Signed Release  
Form for These  
Requests:

## WANTS & WARRANTS

### STATE CRIMINAL RECORD

-GA -IL -NH -TN

### MOTOR VEHICLE REPORT

-AK -CA -HI -NH -PA

## VERIFICATIONS

### CREDIT CHECK - EMPLOYMENT

### CREDIT CHECK - TENANT

## DRUG TESTING

### WORKERS COMP CHECK

## VERIFICATIONS

### EMPLOYMENT VERIFICATION – 1-3+ Days

- Confirms information provided by the applicant about employment history.
- Ordered per employer; only factual information is obtained.

### EDUCATION VERIFICATION – 1-3+ Days

- Generally completed on the highest level of education; it is essential to have the name used at time of attendance.

### REFERENCE VERIFICATION – 1-3+ Days

- Ordered per source - can be personal or professional; our research criteria consist of a 15-question inquiry focused towards establishing the applicant's work capacity.

### PROFESSIONAL/OCCUPATIONAL LICENSE VERIFICATION – 1-3+ Days

- Normally requested because the license is a requirement for employment.
- Ordered per profession/state.

## SOCIAL SECURITY NUMBER / CREDIT REPORTS

### SOCIAL SECURITY TRACE – Instant

- Identity Validation: SSN Verification and Address/Alias History Report
- Used to determine in which counties to conduct a criminal history search.
- An extremely powerful, effective, and revealing search; can help indicate whether the SSN is likely accurate or not and a good supplemental tool for locating addresses linked to the applicant that may have been omitted from the application purposely.

### CREDIT CHECK – EMPLOYMENT – 24 Hours

- Used as tools to evaluate an applicant's financial stability and other potentially valuable data. Normally requested because of financial responsibility or high-risk roles.

## GOVERNMENT SANCTION SCREENING

### OFFICE OF FOREIGN ASSETS CONTROL (OFAC) – 24 Hours

- All persons and entities within the US must comply with OFAC; therefore, a wide range of industries can benefit from conducting this search.
- Commonly used to identify parties deemed as a threat by the US, to identify any risks or associations that may deem an applicant dangerous, or for Patriot Act Compliance.
- Ordered per individual or entity name; search of the Specially Designated Nationals List.

### OFFICE OF INSPECTOR GENERAL (OIG) – 24 Hours

- This is important to many institutional health care providers because the Congress of the US established a Civil Monetary Penalty for institutions that knowingly hire excluded parties.
- Commonly used to identify parties that have been investigated and found to have violated the fraud and abuse laws resulting in their exclusion from participation in Medicare, Medicaid, or other federal health care programs.
- Ordered per individual or entity name; search of the List of Excluded Individuals/Entities.

**NOTES:** Turn-around time noted is based on business days. It is an average so searches may take more or less time than the turn-around time noted.

## FOUR STEP PROCESS

### EMPLOYEE SCREENING

- Step 1: Identity Validation
- Step 2: CIA Super Search
- Step 3: Criminal Records
- Step 4: Resume Authentication

### VOLUNTEER SCREENING

- Step 1: Identity Validation
- Step 2: CIA Super Search
- Step 3: Criminal Records
- Step 4: Character Confirmation

### TENANT SCREENING

- Step 1: Identity Validation
- Step 2: CIA Super Search
- Step 3: Criminal Records
- Step 4: Rental Validation

### NANNY SCREENING

- Step 1: Identity Validation
- Step 2: CIA Super Search
- Step 3: Criminal Records
- Step 4: Caregiver Check

## DRUG TESTING

### DRUG TEST – IN-HOUSE 5 PANEL – Instant

- Generally conducted under any of the following circumstances: post accident, pre-employment, reasonable suspicion/cause, and random.
- This is a rapid, one step 5-panel drug screening test for the detection of Cocaine, Methamphetamine, Marijuana, Opiates, and Phencyclidine.
- Screening is administered at our North Dallas office and hours are Monday-Friday, 9am-4:30pm.

### DRUG TEST – QUEST 5 & 10 PANEL – 24-48 Hours

- Generally conducted under any of the following circumstances: post accident, pre-employment, reasonable suspicion/cause, and random.
- Both 5-panel and 10-panel drug screening tests are available: 5-panel - Amphetamine, Cocaine, Opiates, Phencyclidine, and Marijuana; with nitrates check. 10-panel: Amphetamine, Barbiturates, Benzodiazepines, Cocaine, Methadone, Methamphetamines, Opiates, Phencyclidine, Propoxyphene, and Marijuana; with nitrates check.
- Screening can be administered at more than 2000 conveniently located Quest Diagnostics patient service centers across the country.

## WORKERS' COMPENSATION RECORDS

### WORKERS COMP CHECK – 1 Day-4 Weeks

- Search provides detailed information regarding the filing of an applicant's prior Workers Compensation Claims and injuries; records can only be searched after a conditional job offer is made.
- Ordered per state; availability and access is restricted/varies by state.

## TENANT SCREENING

### CREDIT CHECK – TENANT – 24 Hours

### LANDLORD VERIFICATION – 1-3+ Days

### EVICTED RECORD SEARCH – 24 Hours

## ADDITIONAL OFFERINGS

**ALIAS ALERT** – Free service - when aliases are reported, we notify you or always order additional searches\* for applicable alias/maiden names and DOBs (\*priced accordingly)

**RE-VERIFICATION ALERT** – Free service – when records are reported on a database search, we notify you or always order the corresponding real-time search\* for accurate and up-to-date records so you remain FCRA-compliant (\*priced accordingly)

**PHOTO ID BADGING** – Add to any request as proof that a background check was completed; online weblink available to verify badge number

**ADVERSE ACTION LETTERS** – FCRA-compliant letters that we create and send for you to your applicants; these letters are required when you make an adverse decision based in whole or in part on the background check

**BUSINESS & ASSET SERVICES** – Business Credit Check, Corporate Records, FBN/DBA Search, Property Records, Vehicle Records, Bankruptcies/Liens/Judgments

**CRIMINAL MONITORING** – Monthly Recurring Check

**INTERNATIONAL SERVICES** – Criminal History Searches & Verifications – 1-10+ Days

**DEPARTMENT OF TRANSPORTATION VERIFICATION**

**EXCLUDED PARTIES LIST SYSTEM**

**COURT COPIES**

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