

Description of Services

Employment Verification: Verification of all verifiable employment listed on job application or resume, will consist of as much of the following information as obtainable: dates of employment, job title, description of duties, salary, job performance, safety issues, attendance, ability to get along with others, attitude, honesty, re-hire status and additional comments offered by employers. We make every reasonable effort to contact former supervisors and will attempt to verify line items from applicant's resume whenever possible. (Employer verification policies vary.)

Criminal Records Search – County Courts

Hands-on, in-person courthouse research discovers criminal convictions, felony and misdemeanor. As a minimum, criminal records should be checked in counties of residence and employment. (Adjacent county records search can expand the thoroughness of your diligence.) Nature of the charges, pertinent dates and final disposition (sentencing information) will be provided as available. Statewide criminal record searches are available in many states. *

Statewide Criminal Record Search in States Offering Statewide Searches

Official statewide criminal records search as may be made available for public access under state law. Statewide criminal records are accessed via official state agency or court maintained repositories or Web sites, and are not available in all 50 states. In addition, some states may limit statewide record reporting to felony convictions and/or more serious misdemeanors only. There is often a state agency imposed access fee associated with state records search.

Federal Criminal Record Search:

Federal courts have jurisdiction over matters alleging violations of federal statutes or constitutional guarantees, i.e. narcotics trafficking, terrorist acts, interstate flight to avoid prosecution, discrimination, civil rights violations, mail & wire fraud and more. Federal records are accessed on the official electronic records repository and in-person at the Federal courthouse.

International Criminal Record Search

This is hands-on criminal court, magistrate or police record search in foreign countries. Country search fees vary from country and jurisdiction. Records are accessed via a global network of independent record researchers.

National & State Sex Offender Registry Search

This search will access the official state registered sex offender registries from all 50 states. Results will indicate either no records found or will provide records matched by full name and date of birth, further providing specific criminal charges, incarceration information and current registration status as available. This registry access system is managed and coordinated by the US Department of Justice.

Social Security Trace Report:

The Social Security Trace report has evolved into our industry's investigative starting point and provides an immediate and independent cross-check of applicant provided social security number and tends to confirm or refute applicant's identity and residential history. It will verify state and year of issuance and reports current and former address information associated with the user (or users) of the social security number. The SSN Trace is the best, readily available independent cross-check of the applicant's current residential history which in-turn, provides an independent information base from which to assess search parameters pertaining to the most logical county and state court jurisdictions to check for criminal records. (The Social Security Trace report is not a product or service of the Social Security Administration.)

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National Criminal Records Proprietary Database Search:

This is a commercial (not official government) database, comprised of thousands of criminal records obtained from a multitude of county and state courts and other record repositories. This is not an all-inclusive national criminal record search and is limited in scope and thoroughness. However, this search does offer an expanded search effort and added value to your over-all due diligence efforts. **It is possible to find criminal records on a job applicant in jurisdictions that were not searched on a county or state level – but should not be relied on. CAUTION: This type of non-official database search should not be utilized as your sole or primary source of criminal record checks.**

Motor Vehicle Report:

Department of Motor Vehicle records provide vehicle code violation citations, driving related misdemeanor and felony arrests and convictions, DUI's, accident information, license status (valid, suspended, restricted or revoked), class of vehicle authorized to operate and can help verify applicant's identity.

Credit Report: (Trans Union Pre-employment Evaluation Report)

This report reflects an applicant's approximate debt load, repayment patterns, monthly financial liability, previous employment, other names used and former address information. It also provides information on civil judgments, liens, bankruptcies and collection activity. (Ask your Employer's InfoSource service representative for complete details).

Degree Verification:

Verification of college or university degree dates of attendance and curriculum as available. Normally, the highest degree claimed will be verified. (Subject to school verification polices.)

Professional License and Credential Verification:

Verification of professional or occupational licensure. All pertinent details made available by the licensing agency/authority will be reported including disciplinary actions, suspensions revocations etc..

Professional or Personal Reference Interview

On your behalf, we interview applicant's current or former work associates, peers or personal friends. We will utilize our interview questionnaire comprised of 12 questions for the personal reference and 19 questions for the professional reference interview. We can also utilize your questionnaires of similar depth and scope.

Department of Health and Human Services, Office of Inspector General (OIG), List of Excluded Individuals/Entities Database Check:

This is a specialized database search service for hospitals and healthcare organizations.

MedCLEAR Pro – Combined Sanctions Lists Search

This search meets the requirements for screening by the Office of Inspector General's Healthcare Compliance Program with information from the following sources:

- OIG (Office of the Inspector General)
- GSA (General Services Administration)
- FDA (Federal Drug Administration)
- DEA (Drug enforcement Administration)

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Consolidated Sanctions & Terrorism Watch Lists Search

Includes:

1. OFAC Sanctioned Countries, including Major Cities & Ports*
2. Non-Cooperative Countries and Territories*
3. Department of State Trade Control (DTC) Debarred Parties
4. U.S. Bureau of Industry & Security (formerly BXA)
 - Unverified Entities List
 - Denied Entities List
 - Denied Persons List
5. FBI Most Wanted Terrorists & Seeking Information
6. FBI Top Ten Most Wanted
7. INTERPOL Most Wanted List
8. Bank of England Sanctions List
9. OSFI – Canadian Sanctions List
10. United Nations Consolidated Sanctions List
11. Politically Exposed Persons List
12. European Union Terrorism List
13. World Bank Ineligible Firms
14. FinCEN 311 List
15. Palestinian Legislative Council List

**Employer's
InfoSource**

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