

Description of Products & Services



Background Checks

Academic: The academic institution is contacted for verification of highest degree or verification of most significant academic event reported by applicant. This may include GED, high school diploma, college or advanced degrees. Multiple degrees and attendance may be verified if required. **(\$12.40)**

Civil Records: A search of civil records in the appropriate civil court is conducted based upon type of information being sought (i.e., small claims vs. family court), and all civil action on file is reported. Reported activity is generally limited to seven years, but older cases will be reported if requested and/or available. **(\$15.45 per county, plus fees)**

Commercial Driver's License (CDLIS): Established by the US Secretary of Transportation, the Commercial Driver License Information System (CDLIS) is a federal clearinghouse and repository of commercial driver licensing data. The system retains records of a driver's current commercial license and up to three previous licenses. A CDLIS search will not return actual driving records or suspensions; it only provides the state in which the driver currently has a commercial license and up to three previous licenses. The client may choose to do a Driving Record check for any or all of the states in which CDLIS indicates the driver has had a commercial license. **(\$7.25)**

Controlled Substances Act Registration Database: The Drug Enforcement Administration's (DEA) Controlled Substances Act (CSA) Registration Database consists of records of individuals who are allowed to prescribe and handle controlled substances. Consisting of physicians, practitioners, health organizations, and others, the database includes registrants whose certification numbers have been retired or suspended from the Active File. Inactive individuals may no longer prescribe or handle these substances. Information returned may include address, Business Activity Code, Drug Schedule and Expiration Date. This database does not track SSN or DOB, therefore the applicant's DEA number is needed for timely results. **(\$11.35)**

Credit, Actual: By accessing one or more major credit bureaus, an actual credit report is provided. This check is ideal for staffing financial positions, where the client has a need for the detail found on a credit report, and an understanding of that detail. This check is also available on SafeScreen as an instant check. **(\$7.50)**

Credit, Summarized: Using information from one or more major credit bureaus, a summarized report is provided based on credit activity since time of first reported trade or as legally permitted. Information is presented in three easy-to-read categories including public records, trade balances, and payment history. If desired, the actual data as provided by the credit bureau is available. **(\$13.40)**

Criminal, County: Criminal records are searched at the highest court in the county. (Lower court searches are also available.) Recommended search parameters include all

counties of residence, employment, and school attendance in the previous seven years. All felony convictions, misdemeanor convictions, and related activity on record are reported. Reported activity is generally limited to seven years, but older convictions will be reported if requested and/or available. Open arrest warrants are also reported and generally include cases awaiting trial or charges for failure to appear. **(\$17.30 per county plus \$9.55 per AKA, includes investigator fees, excludes statutory fees.)**

Criminal, Federal: Criminal records are searched at the highest federal court in the district. Recommended search parameters include all districts of residence, employment, and school attendance in the previous seven years. All felony convictions, misdemeanor convictions, and related activity on record are reported. Reported activity is generally limited to seven years, but older convictions will be reported if requested and available. Open arrest warrants are also reported and generally include cases awaiting trial or charges for failure to appear. **(\$10.85 per district, includes investigator fees, excludes statutory fees)**

Criminal, Statewide: Where permitted by State law, criminal records are searched at the State Central Criminal Repository or an all-county search is conducted depending on availability. Recommended search parameters include all states of residence, employment, and school attendance in the previous seven years. All felony convictions, misdemeanor convictions, and related activity on record are reported. Reported activity is generally limited to 7 years, but older convictions will be reported if requested and/or available. Open arrest warrants are also reported when available. **(\$11.85 per state, plus fees)**

Criminal, AKA's (Also Known As): Clients choose whether criminal searches are to include: Current Name Only, All Names Provided (current name and maiden or other names), or All Names Provided and Developed (from trace for example). Any criminal activity found under an AKA is reported according to the description provided in Civil, County, State, or Federal Criminal checks. **(\$9.55 per name, includes investigator fees, excludes statutory fees)**

Driving Record: This check may include validation of license, status, class, and expiration date. Accident and violations on record are also provided. This check is done through state of license issuance and usually includes three to five years of history depending on state. With the exception of Commercial Driver's License verification, the State of Washington will provide only license status. The following states require the client sign an additional compliance statement to retrieve driving records: CO, DE, GA, MD, MI, NH, OH, and WA. Driving records are also available on SafeScreen as an Instant Check in 31 states. Please note instant checks are not recommended for those clients who require an assignment of pass/fail/review, as these checks are automated. **(\$6.00 plus state fee)**

Employment: Current and/or previous employers are contacted to verify employment. Based on company policy, information reported includes employment dates, title, salary, reason for termination, rehire status, and job-performance comments. Factual employment data is most often obtained from Human Resources or Payroll. In addition, former supervisors are contacted when possible to obtain job-performance comments. **(\$11.85 each)**

Employment, Regulated: Under Federal and/or State Law, certain positions in selected industries are regulated and carry unique employment verification requirements. For example, the *U.S. Department of Transportation (DOT)* requires special questions be asked

of DOT regulated employers. Requirements by position and industry are available upon request. **(\$7.00 each)**

Executive Affiliation Search: This is a search of corporate and public databases using the applicant's name. Results may include corporate affiliations and possible associates that are reasonably concluded to be associated with the applicant. Corporate affiliations may list company name, address, status, and charter number. Possible associates may list name and address. **(\$62.50)**

FACIS (Healthcare): The **Fraud and Abuse Control Information System (FACIS®)** is a web-based information service that screens the sanction history of individuals and entities in the healthcare industry. It includes information on more than 50 types of healthcare professionals ranging from physicians to home health agencies and ambulatory services. FACIS includes information on a wide range of disciplinary actions from debarments to letters of reprimand, depending on level searched. This is a commercial database product and is updated twice per month. FACIS offers a multi-level search product with all levels meeting the government's minimum requirements. Level 3 is most comprehensive and includes information from OIG/GSA, various Federal sources, and 50 states for a total of over 700 source agencies. **(Level 1, \$4.65, Level 2, \$5.70, Level 3, \$8.80)**

Federal Drug Administration, Disqualified Clinical Investigators: A check of the FDA's DCI list, this provides names of clinical investigators who have been disqualified or totally restricted from receiving investigational drugs, biologics, or devices. Disqualification or restriction may be based upon submission of false investigative results and/or failure to comply with regulatory requirements. **(\$3.65)**

Financial Enforcement Actions: This is a check of five federal banking agencies and provides names of individuals who are barred from working for and/or doing business with financial entities. Agencies checked include: Board of Governors of the Federal Reserve System (FRB), Federal Deposit Insurance Corporation (FDIC), National Credit Union Administration (NCUA), Office of the Comptroller of the Currency (OCC), and Office of Thrift Supervision (OTS). **(\$14.95)**

Global Watch Alert: A check of 36 *government watch lists* that include individuals, organizations, and companies that have been placed on *watch status* by the United States Government, European Union, United Nations Security Council, World Bank or foreign governments. These individuals and entities may be a threat to global and national security and in most cases cannot be legally employed. Global Watch Alert combines the most commonly checked watch lists, such as *Denied Persons*, *Global Terrorists*, and *OFAC's Specially Designated Nationals (SDN's)* in a single, quick search. Global Watch Alert is updated daily as government watch lists change. Reported results include all identifiers provided in the database. **(\$7.50)**

Government Data Repositories: Various government departments maintain databases or lists of individuals or entities they are seeking, which are excluded from participating in federally funded programs, or otherwise carry a special status. Examples include: the US Office of Foreign Assets Control's list of *Specially Designated Nationals and Blocked Persons*; the FBI's – *Ten Most Wanted Fugitives and Most Wanted Terrorists*; the Office of Inspector General's- *List of Excluded Individuals/Entities in the delivery of health care services*; and the General Service Administration's - *List of Parties Excluded from Federal Procurement and Non-procurement Programs*. A check of the appropriate data repository is conducted and reported results include all information in the database. **(\$4.25)**

Media Search: This is a search of nearly 10,000 compiled periodical and news sources using the full applicant name. Results are tailored by individual client requirements and generally include the name, date, and source of articles in which the applicant is reasonably concluded to be the author or primary subject. Searches can be conducted for any number of years as determined by client. Full article detail is available upon request. **(\$95.00)**

National Criminal Record Locator: A search of a proprietary criminal database containing approximately 200 million records. The records comprising the database are obtained from county, state, and federal entities as well as incarceration and law enforcement records. In addition, the database includes OFAC lists, FBI Most Wanted, Fugitive Lists from ten federal agencies (such as US Marshals, US Secret Service, US DEA), and fugitive lists from numerous state and local law enforcement agencies. This search is a "locator" device designed to identify jurisdictions in which an applicant potentially has a criminal record or is a registered sex offender. As employment decisions should not be made based on this database information, a search will automatically be conducted in the originating jurisdiction if one or more possible records are found. This locator search is done using the applicant's first name, last name, and date of birth. **(\$5.95)**

National Sexual Offender Search: A single, nationwide search of registered sex offenders, inclusive of all 50 U.S. states, the District of Columbia, Puerto Rico, and Guam. This search accesses public information from each state regarding the presence or location of offenders, who, in most cases, have been convicted of sexually-violent offenses against adults and children and certain sexual contact and other crimes against victims who are minors. Please note, this does not contain information on all convicted sex offenders. Some states provide information only for sex offenders with assessment scores of Intermediate or High. A detailed description of what information each state provides is available upon request. To search lower levels, a manual search with the state may be necessary. Results vary by state but typically include; full name of the offender, classification of the offense, and last known address. **(\$7.95)**

Professional License: The issuing State authority is contacted to verify license status. When available, date of issuance and expiration are provided along with any disciplinary action on file. Examples of professional licenses include certified public accountants, medical practitioners, insurance agents, and attorneys. **(\$15.45 each)**

References – Telephonic: A telephonic interview with a reference provided by the applicant is conducted. In order to obtain meaningful information, the use of references with whom the applicant has worked is recommended, rather than personal acquaintances. Custom questions may be developed and utilized. **(\$14.45 each)**

Sexual Offender Registry: Where permitted by State law, sexual offender records are searched at the State Central Sexual Offender Repository. Recommended search parameters include all states of residence, employment, and school attendance in the previous seven years. All information found is reported. Results vary state to state, but typically include the offender's name, the classification of the offense and last known address. **(\$3.65 each state)**

SSN Trace: This check reviews the historical and logical connection between applicant and SSN based on history of use, logic tables, and death indices as well as year and state of issuance. This check may reveal use of multiple SSN and/or aliases (AKA's). Criminal records may be searched using AKA's found; previous locations of residence may be used to

determine jurisdictions for criminal record searches. This check is also available on SafeScreen as an instant check. **(\$5.00, \$6.00 instant)**

*** Some employers and academic institutions charge a fee to access their records. Some counties, states, and federal districts charge a statutory fee to access their records and/or investigators charge a fee to search records. These fees generally range from \$2.50 to \$16.00, although some jurisdictions in New York have a \$52.00 statutory fee. Fees will be itemized by applicant, identified by information source, and listed separately on your invoice.**

Supporting Services

Adverse Action Notification: At the direction of our client or based upon pre-determined standards, a *Preliminary Adverse Action Notice* and *Final Adverse Action Notice* is sent to those applicants who do not meet the client's hiring, retention, or promotional criteria. In addition and as required under the federal *Fair Credit Reporting Act*, between the preliminary and final notice we conduct all re-investigation required in the case of an applicant dispute. **(\$4.00 each letter)**

Applicant Calls: Your applicant will be contacted directly if he/she has omitted key identifiers or provided illegible identifiers which are needed to conduct the background check. Key identifiers include full name, date of birth, SSN (or other identifier), driver's license number, etc. Two contacts will be made if needed. **(\$5.00)**

Applicant Copy: Certain States (currently California, Minnesota, and Oklahoma) require applicants have the opportunity to order a copy of their background investigation at the time they authorize its procurement. This requirement is separate from FCRA adverse actions requirements and must be provided by the consumer-reporting agency. **(\$.95)**

Applicant Online Entry: Applicants may enter their screening information online, eliminating the need for a client representative to do so. A full employment application, disclosure/authorization, and/or applicant data flow may be completed or profile specific information may be entered based on client preference. Information is entered and received online for processing by Verifications. **(\$2.50)**

Client Setup:

Covers all account, user, and system setup activities. This fee includes access to and training for **SafeScreen.**, our easy-to-use online system for managing your background screening activity and is available 24 hours, 7 days a week.. Training will be conducted by a designated client service representative for your account. On-site inspections ensure we work with only verified, licensed companies.

	Fee
Service Type	
Set Up Fee – Background Checks	\$75.00
Set Up Fee – Drug Testing	\$75.00
Onsite Inspection	\$ 60.00

Reprocessing Service: When a background check must be conducted a second time because the applicant did not supply all required information and the omission of such information cannot be predetermined, a reprocessing charge is added. Example: Applicant receives a degree under a different name, but does not provide that information until the verification is completed and returned with "No degree found." **(\$7.25)**

Rush Service: A RUSH order is processed as "Priority 1," is placed ahead of other investigations, and available results are returned within 24 hours. A Rush Order cannot be cancelled. Although every attempt is made to obtain all information within 24 hours, results are dependent upon information sources and 100% completion within 24 hours is not guaranteed. Investigative work continues beyond 24 hours until all investigative components are completed. **(\$15.00)**

Substance Abuse Services

Breath Alcohol Testing: Testing is conducted by a certified Breath Alcohol Technician (BAT). DOT procedures per 49 CFR Part 40 are utilized. As such, these tests are reported by the collection site directly to the client's Designated Employer Representative (DER). Results are also faxed to Verifications for data retention and reporting purposes. **(\$10.00 per test, plus actual cost of collection)**

Drug Testing: A urinalysis based HHS 5-panel test is conducted. Services include specimen collection, analysis at a SAMHSA certified laboratory, medical review officer service, materials, and specimen shipping. This 5-panel test includes testing for marijuana, cocaine, amphetamine/ methamphetamine, opiates, and phencyclidine (PCP) with an adulterant screen. Non-negative screens undergo industry standard GC/MS confirmation testing. Additional drugs may also be tested based on the business rules established. All testing is performed using the Department of Transportation's (DOT) drug cut-off levels and confirmation processes. A full range of Third Party Administrator (TPA) Services are provided. Custody Control Forms can be provided from the laboratory with a 2-3 week lead time or from Verifications directly with a 1-2 business day lead time plus shipping. (See "CCF Plus Service" for more information.) Alternative testing protocols such as hair and oral fluid are available. **(\$30.00 per test, plus actual cost of collection)**

Hair Testing: Hair Testing is performed to detect the major drugs of abuse over a longer time period. Verifications contract laboratories use State-of-the-art technology and FDA approval for the screening and confirmation testing. Verifications only contracts with qualified and trained collection facilities. Hair Testing is not DOT approved and state-specific laws should be considered. **(\$65.00 plus actual cost of collection)**

Oral Fluid Testing: Oral fluid testing technology is conducted by trained collectors and tested by certified laboratories. In oral fluids the standard 5-panel drugs of abuse are screened and detected for. This process diminishes the opportunities a donor has to adulterate a sample and minimizes the collection time. Detection of drugs in oral fluid is typically a smaller window than that of urine. This testing methodology is not yet approved by DOT. State laws should be considered when implementing oral fluid testing. **(\$31.50)**

Emergency Testing: This service is used for after-hours and weekend collection needs, accommodating post-accident testing and situations when standard collection sites are unavailable. The network of providers is qualified to collect specimens for SAT and analyze breath alcohol samples in compliance with the requirements of 49 CFR Part 40. Collections

are conducted at a collection facility within a 30-mile radius or by a mobile collector. This service is utilized between 5:00pm - 8:00am CT, Monday through Friday and twenty-four hours each day on weekends and holidays. Fees are assessed once the call is made to request the emergency collection service. **(\$225.00)**

Onsite Collection: Onsite collection needs are met in two distinct ways. Most commonly, a collector comes to the facility and conducts the collections. Alternatively, a mobile unit in which the collections are conducted is dispatched to the client site. Please note that for this to be a cost effective solution, there are minimum volume requirements per event. This may vary based on the location and time of the service required. **(Call for quote)**

Recruit One: This program is designed to address the testing needs of remote donors or donors, such as executives, for whom special services are desired. As part of Recruit One, Verifications identifies a collection site for the specified service, fax protocols to the collection site, prints a CCF for the appropriate laboratory, and prepares and ships a donor package. The donor package includes: customized letter to the donor; collection site address, phone number, and hours; map and driving directions to the collection site; and Verifications printed CCF. This service is orderable online, by phone, or fax (in conjunction with a background screening order), and can be fully customized based on a client's request. **(\$79.00 per test, all inclusive)**

CCF Plus Service (Custody and Control Forms): Verifications will print CCF's within two business days of order and utilize standard ground shipping to deliver CCF's typically within 5 business days. This service includes usage monitoring for automatic re-orders, shipment tracking, and visibility to "At Lab" status through Verifications Substance Abuse Services Online Management System. Clients may choose the pricing model to best meet their business needs – an inclusive model in which the cost of printing and standard shipping is included in the price of the drug test, or an exclusive model in which CCF Plus Service is purchased separately and invoiced at time of CCF shipment. *Note: Some laboratories do not permit outside printing of CCF's; in such cases CCF Plus Service is not available.* **(.25 cents per form, plus shipping)**