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## Search Descriptions

All searches shall be run ONLY if we have received a signed Disclosure and Release Form from the applicant, employee or tenant.

Search Type Turnaround Time	Description
1. Social Security Address Trace Report Virtually instant	Provides insight into applicant's residency and movement patterns by returning full name, age & DOB, a complete address history, and may contain dates and phone numbers at listed addresses. As an additional barrier to identity theft, data is crosschecked through the Social Security Death Index, which is designed to prevent stealing of a deceased person's identity.
2. I-9/E-Verify Program Virtually instant	This provides the most user-friendly and mistake-proof way to comply with Form I-9 employment eligibility verification and E-Verify regulations. Failure to comply can cost even small businesses thousands of dollars in fines. The system enables the paperless preparation, signing, management, auditing and virtual storage of all your Form I-9 records. The software fully integrates with the DHS' E-Verify system, to automatically submit employee data and receive real-time responses.
3. Civil County Search, Lower Court 2 – 10 business days	Identifies noncriminal suits filed by individuals or corporations, such as product liability suits, local civil rights violations, judgments for nonpayment of goods and litigation related to divorce, marriage or child custody. Most states divide its lower and upper courts based on the monetary amount of the claim. This search accesses records for cases assigned to and processed in Lower Courts. Additional access fees may apply to certain courts.

<b>Search Type</b> <b>Turnaround Time</b>	<b>Description</b>
<p>4. <b>Civil County Search, Upper Courts</b>  <b>2 – 10 Business Days</b></p>	<p>Identifies noncriminal suits filed by individuals or corporations, such as product liability suits, local civil rights violations, judgments for nonpayment of goods, and litigation related to divorce, marriage, or child custody. Most states divide its lower and upper courts based on the monetary amount of the claim. This search accesses records for cases assigned to and processed in Upper Courts.</p> <p><b>Additional access fees may apply to certain courts.</b></p>
<p>5. <b>Criminal Search Single County</b>  <b>1 – 10 business days depending on county</b></p>	<p>County Criminal Record Searches are available in each county throughout the U.S. and can be conducted in each applicable designated jurisdiction. These searches are used to determine if an applicant/employee has a felony, misdemeanor and in some instances, an infraction filing within the last seven years or longer if records are available and are reportable per the FCRA. Completed reports consist of only reportable information; information may include dates of arrest and filing, charges, level of charges, disposition date, final disposition of charges and any applicable sentence or penalty.</p> <p><b>Additional access fees may apply to certain counties. FEES ARE SUBJECT TO CHANGE</b></p>
<p>6. <b>7-Year Unlimited County Criminal Search</b>  <b>1 – 10 business days depending on county</b></p>	<p>A Social Security Trace report is run; system automatically pre-pulls and searches all counties returned on the SSN Trace for the primary name entered, showing addresses for the past 7 years. This is the most cost effective way to run multiple county searches, since searches for all prepopulated counties are run for one controlled cost. This is a non-instant search and turnaround time varies between 1-10 days depending on the county(s) being searched.</p> <p><b>Additional access fees may apply to certain counties. FEES ARE SUBJECT TO CHANGE.</b></p> <p><b>NOTE: Searches for any aliases or additional names incur a separate cost for each name run.</b></p>

**Search Type**  
**Turnaround Time**

**Description**

7. **InstaCriminal Nationwide Search (SSN Trace, National Sex Offender and Global Report included)**  
**Virtually instant (approx. 1 day if records require review)**

A powerful, virtually instant multi-jurisdictional search of state and county criminal records. This database is compiled from counties, Department of Corrections (DOC), Administration of the Court (AOC), and state sex offender registries from across the country. Also included in each search are national and international terrorism sources such as Office of Foreign Assets Control (OFAC). This search includes the National Sex & Violent Offender Database, P.R.I.O.R.S. and the Foreign Nationals Database (Global Report). **PLEASE NOTE: See BSA database coverage for specifics. Colorado Exceptions to Instacriminal Search**

8. **InstaCriminal Nationwide Search plus Alias**  
**Virtually instant (approx. 1 day if records require review)**

System automatically pre-pulls any associated aliases. Then InstaCriminal searches are run automatically on all names reported by the SSN trace. This is an excellent method of finding additional names/aliases that an individual may be using.  
  
NOTE: this search does not include names added to the order screen Alias Field unless those names are also discovered by the SSN Trace. Such names will incur an additional charge.

9. **InstaCriminal Single State Search (Specific state sex offender included)**  
**Virtually instant—up to 1 day if records require review**

A rapid-return report of information from a specific state’s courts and agencies. Sources may include Department of Corrections, Administration of the Court, county courts and specific state sex offender registries from that state.  
**PLEASE NOTE: see BSA database coverage for specifics. Single-state Colorado searches include a court surcharge added to the standard fee.**

10. **Federal Criminal Search**  
**12-48 hours**

Returns Federal Criminal Filings/Records. Available in over 90 jurisdictions throughout the U.S. Helps identify convictions for crimes that may not fall under state or local laws. Examples of records returned are: Kidnapping, bank robbery and counterfeiting.  
**Charges apply to each federal district.**

**Search Type**  
**Turnaround Time**

**Description**

**11. International Criminal Search**  
**Varies by country, call for information**

Searches criminal records in a specified country, accessing a range of judicial and law enforcement environments. Search is performed by name and date of birth. Searches are monitored to comply with each accessible country's changing restrictions and requirements.  
**Prices vary by country and are subject to change. Call BSA for information.**

**12. Global Report**  
**Virtually instant**

Accesses Global Criminal Database data to identify individuals linked to terrorism or appearing on government watch and sanction lists. Results include information from U.S. agencies as well as databases of other countries, institutions and international law enforcement agencies.

**13. Employment Verification**  
**2-5 business days**

An employment verification specialist will contact the employer to verify information reported by the employee on a job application or résumé. The report may contain dates of employment, last position held and eligibility for rehire.  
**NOTE: Some companies may use a service called The Work Number to process all their employment verification requests. If this is the case in a search, an additional \$11.00 fee will be incurred from this company.**

**14. Education Verification**  
**2-5 business days; some schools may require longer response time**

A verification specialist will contact the school, college, university, or other educational institution or agency that granted the degree or certificate. The education verification report may include dates of attendance, degree, major or program, and graduation date, if applicable.  
**Additional access fees may apply to certain institutions. FEES ARE SUBJECT TO CHANGE**

**15. Residence Verification**  
**2-5 business days**

Verification specialist will contact the current or prior landlord and ask questions pertaining to the landlord's relationship with the applicant, length of time at residence, state of unit when vacated and timeliness of payments and eligibility to re-rent.

**Search Type**  
**Turnaround Time**

**Description**

**16. International Employment Verification**  
**Turnaround times vary by country**

An employment verification specialist will contact the internationally situated employer to verify information reported by the employee on a job application or résumé. The report may contain dates of employment, last position held and eligibility for rehire.

**17. International Education Verification**  
**Turnaround times vary by school/country**

A verification specialist will contact the internationally situated school, college, university, or other educational institution or agency that granted the degree or certificate. The education verification report may include dates of attendance, degree, major or program, and graduation date, if applicable.  
**Turnaround times vary by nation and school. Additional institutional access fees may apply.**

**18. Professional License Verification**  
**2-5 business days**

Verification of a variety of government-issued professional licenses: nurses, doctors, lawyers, pharmacists, insurance agents, accountants, architects and many others. Confirm with the state or federal issuing authority of the applicant's license, certification or credentials, the date of issue, expiration date and status.  
**Additional turnaround time may be required for some specialty licenses.**

**19. Professional Reference Verification**  
**2-5 business days**

A verification specialist will contact the professional references provided by the applicant and ask questions pertaining to the reference's relationship with the applicant, length of time known, any joint work experiences, and overall character of the applicant.

**20. CDLIS (Commercial Driver's License Information System)**  
**Virtually instant**

Search of database maintained by the American Association of Motor Vehicle Administrators to ensure single license issuance nationwide. Enables employers to comply with Federal Motor Carrier Safety Administration (FMCSA) requirements and helps eliminate a candidate who does not hold a valid Commercial Driver's license. This search provides name, DOB, S.S. # match, AKA information, present jurisdictional state and license number and up to three previously held CDL numbers.

<b>Search Type</b> Turnaround Time	<b>Description</b>
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<b>21. MVR (Motor Vehicle Report)</b> Virtually instant in most states	<p>Searches information compiled from an individual state’s Department of Motor Vehicles. Reports access 3-7 years of license data or longer (depending on the state) and may include such information as license status, suspensions, revocations, moving violations, DUIs, point accumulation, chargeable accidents, court appearances and departmental actions.</p> <p><b>Motor Vehicle Reports are subject to individual MVR state fees.</b></p>
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<b>Important Credit Report Information</b>	<p><b>It is absolutely essential to follow all FCRA rules and guidelines when conducting credit report searches. Failure to do so can result in expensive fines and penalties. Please familiarize yourself with the FCRA Summary of Rights, as well as the additional requirements imposed by some states. States with additional requirements are Alaska, California, Colorado, Georgia, Hawaii, Illinois, Kansas, Kentucky, Maryland, Massachusetts, Michigan, Minnesota, Montana, Nevada, New Hampshire, New Mexico, New York, Oklahoma, Texas and Washington.</b></p>
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<b>22. Employment Credit Report</b> Virtually Instant	<p>Accesses applicant credit history, including identifying information, public records, outstanding debt, payment history, loans and mortgages, late payments and defaults, and credit inquiries. (Report provided through TransUnion.)</p>
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<b>23. Tenant Credit Report with FICO</b> Virtually Instant	<p>Accesses applicant credit history, including identifying information, public records, outstanding debt, payment history, loans and mortgages, late payments and defaults, and credit inquiries. Also returns a FICO score, a snapshot of risk used by financial institutions to aid in making lending decisions. (Report provided through TransUnion.)</p>
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<b>24. InstaEviction National Search</b> Virtually instant	<p>Searches potential tenant for evictions, liens and judgments filed from all 50 states and the District of Columbia, including statewide and county eviction records. Our database is updated daily.</p>
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**Search Type**  
**Turnaround Time**

**Description**

**25. InstaEviction Single State Search**  
**Virtually Instant**

Searches potential tenant for evictions, liens and judgments filed in one specific state. Includes statewide and county eviction records. Database updated daily.

**MedCLEAR**

\*\* Please note: MedCLEAR reports below provide background data on individuals and organizations in the healthcare industries and meet the requirements for screening by the Office of Inspector General's Compliance Program. Information is obtained from the following federal sources:

- OIG (Office of Inspector General)
- GSA (General Services Administration)
- FDA (Federal Drug Administration)
- DEA (Drug Enforcement Administration)
- TRICARE (Formally CHAMPUS, or the Civilian Health and Medical Program of the Uniformed Services)

**26. MedCLEAR Professional National**  
**1-2 business days**

Searches background data on Healthcare Professionals such as doctors, nurses, therapists, technicians and others; retrieves data from the above-listed federal sources, state agencies across the 50 states to reveal any sanctions and/or violations and whether disciplinary action was taken. If so, reports identify action, description, authority and date (if available). Also includes a search of the Global Report.

**27. MedCLEAR Organization National**  
**1-2 business days**

Searches background data on Healthcare Organizations such as hospitals, clinics, rehabilitation facilities, treatment providers and others; retrieves data from the above-listed federal sources, state agencies across the 50 states to reveal any sanctions and/or violations and whether disciplinary action was taken. If so, reports identify action, description, authority and date (if available). Also includes a search of the Global Report.

**Search Type**  
**Turnaround Time**

**Description**

**28. Workers' Compensation Report**

1-30 business days, depending on state response

Provides information on an applicant Workers' Compensation claims history (only after an offer of employment has been made to applicant). The reports include concise information from Report of Injury and Court Contested Claims. They may include privately reported information in some states. A typical report shows the date of injury, employer at time of incident, time lost, type of injury, body part and any job-related disability.

**IMPORTANT! A Workers' Comp report may ONLY be ordered after an offer of employment has been made. It cannot be conditional to such an offer.**