



Search Descriptions

Identity Development

- Social Security Address Trace Report

Civil County Court Searches

- Lower Court
- Upper Court

Criminal Searches

- Single County
- Unlimited County
- Statewide Criminal
- Nationwide
- Federal
- Sexual Offender
- International
- Global Report

Verifications

- Employment
- Education
- Residence
- Int'l Employment
- Int'l Education
- Professional License
- Reference

Driver Record

- CDLIS
- MVR

Credit History

- Employment
- Tenant with FICO

Eviction Searches

- EvictNOW, National
- EvictNOW, Single State

Healthcare

- HealthMed Professional

Below you will find the names and descriptions of the searches available through [BackgroundChecksInBulk](http://BackgroundChecksInBulk.com). This includes information about the data searched and returned, turnaround times, possible additional fees and any restrictions or limitations on the searches.

All searches shall be ordered ONLY if you have received a signed Disclosure & Authorization Form (D&A) from EVERY applicant, employee or tenant. In some instances (highlighted in yellow in the searches below), a D&A must be provided to Background Screeners of America compliance for further review before that search or verification can be run. The D&A can be emailed, faxed or uploaded electronically within the [BackgroundChecksInBulk](http://BackgroundChecksInBulk.com) online system.

Please note the possible conditions that may affect turnaround times, such as:

- Any data entry errors can return incorrect information, requiring correction by our Compliance Department
- A common last name may return multiple records, in which case the search goes to pending until review by Compliance
- If there is adverse information (a hit) returned, the record will be flagged for review by Compliance

As you can see, "pending" status does not necessarily mean that the record has been delayed because of negative information. And please understand that while reviewing by our Compliance team may delay some reports, it dramatically increases the reliability of the information.

Search Name	Turnaround	Search Description
1. Social Security Address Trace Report	Virtually instant	<p>Provides insight into applicant’s residency and movement patterns by returning full name, age and 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.</p>
2. Civil County Search, Lower Court	2-10 business days	<p>Searches a specified county to identify 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 <u>Lower Courts</u>.</p> <p>Additional access fees may apply to certain counties. FEES ARE SUBJECT TO CHANGE.</p> <p>NOTE: Searches for any aliases or additional names incur a <u>separate</u> cost for each name run.</p>
3. Civil County Search, Upper Court	2-10 business days	<p>Searches a specified county to identify 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 <u>Upper Courts</u>.</p> <p>Additional access fees may apply to certain counties. FEES ARE SUBJECT TO CHANGE.</p> <p>NOTE: Searches for any aliases or additional names incur a <u>separate</u> cost for each name run.</p>
4. County Criminal Search - Single County	1-10 business days, depending on county	<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>Additional access fees may apply to certain counties. FEES ARE SUBJECT TO CHANGE.</p> <p>NOTE: Searches for any aliases or additional names incur a <u>separate</u> cost for each name run.</p>
5. 7-Year Unlimited County Criminal Search	1-10 business days, depending on county or counties searched	<p>A Social Security Trace report is run (separate charge included in search price); system automatically pre-pulls and searches all counties returned on the SSN Trace for the <u>primary name</u> 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>Additional access fees may apply to certain counties. FEES ARE SUBJECT TO CHANGE.</p> <p>NOTE: Searches for any aliases or additional names incur a <u>separate</u> cost for each name run.</p>

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6. Statewide Criminal Search	Varies by state, call for information	<p>Statewide Criminal Search provides our clients with a broader search by utilizing true state repositories which archive criminal records reported from the county courthouse levels. Statewide searches allow us to look beyond the current county of residence but please keep in mind that counties are not always required to report their information to the state repository which may result in delayed or unreported information. Recent crimes may not be available immediately due to reporting times from county to state. (State specific release forms may be required depending on state)</p> <p>Additional access fees may apply to certain counties.</p> <p>FEES ARE SUBJECT TO CHANGE.</p> <p>NOTE: Searches for any aliases or additional names incur a <u>separate</u> cost for each name run.</p>
7. Nationwide Criminal Intel Search PLUS National Sex Offender and Global Report	virtually instant (approx. 1 day if records require review)	<p>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).</p> <p>PLEASE NOTE: See Criminal Search Databases for state specific information.</p> <p>NOTE: Searches for any aliases or additional names incur a <u>separate</u> cost for each name run.</p> <p>PLEASE NOTE COLORADO EXCEPTIONS TO INSTACRIMINAL SEARCHES Certain information from Colorado courts and law enforcement may fail to appear on a national criminal search. If you are running a national criminal search and need in-depth data from Colorado, we advise you also run a single-state Colorado search. Such searches include a court surcharge added to the standard fee.</p> <p>NORTH CAROLINA SECONDARY SEARCH This search is only needed if the applicant has charges after 2011 in North Carolina. This and is referred to as the “Green Screen Act of 2011.” If there are charges after 2011, a secondary search needs to be performed in order to uncover the charges. Results are returned within 24 business hours. Such searches include a \$7.50 court surcharge added to the standard fee.</p>
8. Federal Search - Criminal	12-48 hours	<p>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.</p> <p>NOTE: Charges apply to each federal district. Searches for any aliases or additional names incur a <u>separate</u> cost for each name run.</p>
9. National Sexual Offender	Virtually instant in most states	<p>Single source to search all individual state sex offender registries to provide info on sex offenders that are required to register within their state as Sexual/Violent Offenders.</p>
10. International Criminal Search	Varies by country, call for information	<p>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.</p> <p>Prices vary by country and are subject to change. Call for information.</p> <p>NOTE: Searches for any aliases or additional names incur a <u>separate</u> cost for each name run.</p>

Search Name	Turnaround	Search Description
11. Global Report	Virtually instant	<p>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 such as OIG/GSA, HHS, and SAM.</p> <p>See Global Report coverage (located on pages 36-45 of Criminal Search Databases) for specifics.</p> <p>NOTE: Searches for any aliases or additional names incur a <u>separate</u> cost for each name run.</p>
12. Employment Verification	2-5 business days	<p>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.</p> <p>NOTE: Some companies may use a third-party verification service (most commonly used is The Work Number) to process all their employment verification requests. All third-party fees will be passed through.</p>
13. DOT Employment	2-5 business days	<p>Verification of Department of Transportation (DOT) regulated driver safety records from the applicant's previous or present DOT regulated employer. The information can include driver vehicle type, reason for leaving, safety performance history and DOT regulated drug and alcohol testing records from the applicant's previous DOT regulated employer.</p> <p>NOTE: A signed D&A must be faxed to BSA or uploaded to the order to run this report.</p>
14. Education Verification	2-5 business days; some schools may require longer response time	<p>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.</p> <p>NOTE: A signed D&A must be faxed to BSA or uploaded to the order to run this report.</p> <p>ADDITIONAL NOTE: Some institutions may use a third-party verification service (most commonly used is The National Student Clearinghouse) to process all their education verification requests. All third-party fees will be passed through.</p>
15. Residence Verification	2-5 business days	<p>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.</p> <p>NOTE: A signed D&A must be faxed to BSA or uploaded to the order to run this report.</p>
16. International Employment Verification	Turnaround times vary by country	<p>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.</p>
17. International Education Verification	Turnaround times vary by school/country	<p>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.</p> <p>Turnaround times vary by nation and school. Additional institutional access fees may apply.</p> <p>NOTE: For verification, an International Authorization form must be completed by the applicant and a copy of the Diploma and Marks sheet provided.</p>

Search Name	Turnaround	Search Description
18. Professional License Verification	2-5 business days	<p>Verification of a variety of government-issued professional licenses: nurses, doctors, lawyers, pharmacists, insurance agents, accountants, architects and many others. Confirms with the state or federal issuing authority of the applicant's license, certification or credentials, the date of issue, expiration date and status.</p> <p>Additional turnaround time may be required for some specialty licenses.</p> <p>NOTE: A signed D&A must be faxed to BSA or uploaded to the order to run this report.</p>
19. Reference Verification	2-5 business days	<p>A verification specialist will contact the <u>professional</u> 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.</p> <p>NOTE: A signed D&A must be faxed to BSA or uploaded to the order to run this report.</p>
20. Commercial Driver's License Information System (CDLIS)	Virtually instant	<p>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.</p>
21. MVR "Now" (Motor Vehicle Report)	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>NOTE: Motor Vehicle Reports are subject to individual MVR state fees.</p>
22. PSP Report – Pre employment screening	Up to 1 bus. day	<p>The Pre-Employment Screening Program (PSP) Report from the Federal Motor Carrier Safety Administration (FMCSA) returns a commercial driver's 5-year crash and 3-year inspection history from the FMCSA's Motor Carrier Management Information System (MCMIS).</p> <p>NOTE: A signed PSP Consent Form must be must be faxed to BSA or uploaded to the order to run this report.</p>
Important Credit Report Information		<p>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. Be sure to familiarize yourself and your clients with the FCRA Summary of Rights, as well as the additional requirements imposed by some states, which are described in a document following this list, FCRA by State. 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.</p>
23. Credit Report Employment	Processed once D&R received and reviewed by Compliance Dept.	<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> <p>NOTE: A signed D&A must be faxed to BSA or uploaded to the order to run this report.</p>

Search Name	Turnaround	Search Description
24. Credit Report Tenant (with FICO Score)	Processed once D&R received and reviewed by Compliance Dept.	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.) NOTE: A signed D&A must be faxed to BSA or uploaded to the order to run this report.
25. EvictNOW National Search	Virtually instant	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.
26. Business Credit Report	Up to 1 bus. day	Returns information on a company's key credit scores (with explanations), basic company information (location, incorporation data, key personnel, sales, etc.), corporate linkage (parents, branches, etc.), debt and payment trends, trade payments, and legal filings (including tax liens, judgments, and bankruptcies). NOTE: A D&A is NOT REQUIRED to run this report. This is the ONLY search that doesn't require the authorization form prior to running a search.
27. EvictNOW 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.
28. HealthMed Professional	Virtually instant	Incredibly powerful search tool that will provide high quality information on Sanction/Disciplinary actions taken against individuals and organizations. Our HealthMed Professional search meets all requirements for screening by the Office of Inspector General's compliance program with information from the following federal sources: <ul style="list-style-type: none"> • OIG (Office of Inspector General) • Tri-Care (Previously Known as Champus) • GSA (General Services Administration) • FDA (Federal Drug Administration) • DEA (Drug Enforcement Administration) This information is pulled from all state agencies across the 50 states and also includes a Global Report.
29. On site Inspection	On-site Inspection	This is required only when ordering credit reports (Employment or Tenant with FICO score). Inspections are administered by TrendSource Business Verifications. Contact BCIB Client Services to arrange an inspection.

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<p style="text-align: center;">Employment Verification: Outside Services</p>		<p>Some businesses use outside vendors to process requests made for employment verification. Many use The Work Number, but there are also other companies providing similar services. <u>If a business uses such an outside vendor, this will incur a fee in addition to the standard search fee.</u> In such cases, be sure to communicate this to your clients so there are no surprises when they are invoiced. Here are some details on these vendors:</p> <ul style="list-style-type: none"> • The Work Number is the leading provider of employment and income verifications. This is a service that employers subscribe to when they choose not to answer phone calls or faxes regarding verifications themselves. It is used by lenders, property managers, pre-employment screeners, social service agencies and others who need to verify someone’s employment status and sometimes income. <u>If a verification is requested and is fulfilled by The Work Number, an additional fee is required.</u> See the BSA Search Price List for the current fee. The following link will allow you to download a spreadsheet with an extensive list of companies that utilize The Work Number. The list will be updated as needed. http://www.dtcresourcecenter.com/BSA_Work_Number_Companies • There are other vendors that provide this service as well. They charge additional fees when we request information. These are pass through fees to you and should be passed through to your clients without markup. In the BSA Search Price List, we show a list of outside vendors that have come up on our radar, along with fees they charge. Note that others may be encountered. Please share the list with your clients so they are aware of how and why additional fees may appear for verifications.
<p style="text-align: center;">Education Verification: National Student Clearinghouse</p>		<p>More than 3,500 colleges and universities, enrolling over 98% of all students in public and private U.S. institutions, participate in the Clearinghouse. Participating institutions provide access to actual enrollment and degree information on each of their students to us. As a result, only the Clearinghouse can offer access to a nationwide coverage of enrollment and degree records encompassing more than 141 million students and growing. A minority of schools charge an additional fee for verification.</p>