

## 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.

**Annual Motor Vehicle Driving Record Checks:** Enables employers to check the license status, class, expiration date, accidents and violations for active employees. For those in regulated industries, an annual check may be required. The client provides a properly formatted employee spreadsheet and results are returned via SafeScreen Plus or client's preferred method.

**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.

**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.

**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.

**Credit, Actual:** By accessing one or more major credit bureaus, an actual credit report is provided. A credit report is often used 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 Plus as an instant check. (The US Equal Employment Opportunity Commission recommends the consideration of credit information in employment decisions only when credit history is clearly job related. US Code Title 11 prohibits a private employer from employment discrimination solely on the basis of a bankruptcy filing.)

**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. (The US Equal Employment Opportunity Commission recommends the consideration of credit information in employment decisions only when credit history is clearly job related. US Code Title 11 prohibits a private employer from employment discrimination solely on the basis of a bankruptcy filing.)



**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.

**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.

**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 and misdemeanor convictions are reported. If non-conviction information is found within the past seven or ten years, a check at the appropriate county will be ordered to verify whether there has been a conviction, or whether a case is still open or pending. 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.

**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.

**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, PA and WA. Driving records for select states are available on SafeScreen Plus as an Instant Check. Please note instant checks are not recommended for those clients who require an assignment of pass/fail/review, as these checks are automated.

**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.

**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.

**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.

**FAA FOIA:** The Federal Aviation Administration (FAA) will provide the following under a *Freedom of Information Act* (FOIA) request: 1) Accident history; 2) Incident history; and 3) Full enforcement



information which will include open, re-opened, pending, and closed enforcements. The applicant's type of airman certificate, certificate number and DOB are required. Businesses operating under FAA regulations part 91 use this check.

**FAA PRIA:** The Federal Aviation Administration (FAA) will provide under a *Pilot Records Improvement Act* (PRIA) a Pilot Profile Letter that contains the following information from the previous five years: 1) Medical certificate verification including issue date, class, and any limitations; 2) Airman certificate verification including level, category, class, and type ratings; and 3) Summaries of closed FAA legal enforcement actions resulting in a finding by the Administrator of a violation that was not subsequently overturned. Use of FAA Form 8060-10 is required and must include the Air Carrier Certificate Number, as well as a letter of designation that authorizes Verifications, Inc. to request records on behalf of the air carrier. Businesses, including commercial airlines, operating under FAA regulations parts 121, 125, 135 use this check.

**FACIS (Healthcare):** The Fraud and Abuse Control Information System (FACIS®) is a multi-level search product that screens the sanction history of individuals in the healthcare industry. It includes information on more than 50 types of healthcare professionals, including physicians, home health agencies and ambulatory services, and includes a wide range of disciplinary actions ranging from debarments to letters of reprimand, depending on the level searched. A Level 1 search identifies all available federal agency exclusions and debarments, including information from Health and Human Services - Office of the Inspector General, General Services Administration, Food and Drug Administration (Disqualified Clinical Investigators, Debarment, Disqualified and Restricted), Drug Enforcement Administration, Tri-Care, Public Health Service. A Level 2 search queries the state licensing board and State Medicaid board, where available, in the current state of residence as well as all federal actions included in Level 1. Level 3 is the most comprehensive, totaling more than 700 source agencies, and includes information from all Federal agencies included in Level 1 as well as licensing board and State Medicaid board information, where available, from 50 states. All three levels meet federal requirements for health-care related screening. However, Level 3 is recommended because some states have screening requirements that are greater than those of the federal government.

**Food and 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.

**Financial Enforcement Action:** 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).

**Financial Enforcement Action Plus:** The Financial Enforcement Action Plus checks the federal banking agencies included in the Financial Enforcement Action check (FRB, FDIC, NCUA, OCC and OTS) for names of individuals who are barred from working for and/or doing business with financial entities. In addition, the US Office of Foreign Assets Control (OFAC) list of Specially Designated Nationals and Blocked Persons and the Housing and Urban Development (HUD) list of Limited Denials of Participation and Suspensions and Debarments lists are checked. OFAC's Specially Designated National and Blocked Persons list helps identify individuals known to support or suspected of supporting terrorist activities while HUDs lists help identify individuals with HUD funding disqualifications, voluntary abstentions, suspensions and debarments.

**FINRA - CRD:** A search of public records from the Financial Industry Regulatory Authority (FINRA) Central Records Depository (CRD). The CRD includes records provided by individual brokers, FINRA member firms and securities regulators as part of the securities industry registration and licensing



process. The information returned pertains to the broker's employment history, approved registrations and disclosure events, including but not limited to certain criminal charges and convictions, bankruptcies, regulatory actions, civil judicial actions, consumer initiated complaints, terminations and certain financial actions.

**Global Watch Alert:** A check of numerous *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 Parties*, *Global Terrorists*, and *OFAC's Specially Designated Nationals (SDN's)* in a single, efficient search. Additionally, we offer a rescreening service for clients that require periodic rechecks of previously screened individuals. Global Watch Alert is updated daily as government watch lists change. Reported results include all identifiers provided in the database.

**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.

**GSA:** The General Services Administration's (GSA) "Excluded Parties List System" (EPLS) identifies parties suspended, debarred, proposed for debarment or otherwise excluded from receiving Federal contracts, certain subcontracts, and certain types of Federal financial and non-financial assistance and benefits. The EPLS makes its user community aware of administrative and statutory exclusions across the entire Federal government.

**HHS-OIG:** The Health and Human Services Office of the Inspector General (HHS-OIG) maintains the List of Excluded Individuals/Entities (LEIE), a database which provides information to the public, health care providers, patients and others relating to parties excluded from participation in the Medicare, Medicaid and all Federal health care programs. The list has a national scope and is important to many institutional health care providers because the Congress of the United States established a Civil Monetary Penalty for institutions that knowingly hire excluded parties.

**Media Search:** This is a search of nearly 11,000 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 pertinent articles in which the applicant is reasonably concluded to be the author or primary subject. A standard Media Search query is limited to the previous seven years, though the scope can be based on client requirements. Full article detail is available upon request. (English language only).

**Missouri Family Care Safety Registry:** The Missouri Family Care Safety Registry protects children, seniors and disabled persons by providing access to caregivers' background information. The search includes repositories maintained by the Missouri State Highway Patrol, the Department of Social Services, the Department of Mental Health, the Department of Health and Senior Services, and the Division of Senior Services and Regulation. Employers hiring child-care, elder-care, or personal-care workers may use the Missouri FCSR as a single check for all of the previously mentioned repositories. Some of the results returned from this check include: criminal history data, sex-offender information, employee disqualification identification, as well as licensing records for child-care and elder-care facilities and foster parents.



**National Association of Insurance Commissioners (NAIC) Background Investigation Package:** The NAIC mandates individuals who will have an equity position of 10% or more in a new insurance franchise or an expansion of an existing insurance company undergo an extensive background investigation. Information verified and developed during this investigation includes more than 12 background checks that are appropriate for top level insurance executives. Checks performed include a complete 10 year history on the individual, a date of birth verification and a check of Uniform Commercial Code (UCC) filings in all 50 states. In addition, professional license verification, verification of memberships in professional societies, criminal history, college degree verifications and employment history checks are required. Verifications, Inc. is an NAIC approved vendor for this investigation.

**National Criminal Record Locator:** A unique search that supplements your background investigation to help ensure a comprehensive screen for your applicants and employees. Although no commercially available database contains all US criminal records, NCRL searches a database of over 400 million records nationwide obtained from county, state, and federal entities as well as incarceration and law enforcement records. A recommended core component of all background investigation packages, 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 sexual offender. As employment decisions should not be made based on this database information and in order to ensure Fair Credit Reporting Act compliance, a search will automatically be conducted in the originating jurisdiction if one or more possible records are found. The NRCL searches records from the past 7 or 10 years to fit your scope, using the applicant's first name, last name, and date of birth.

**National Driver Register:** The National Driver Register (NDR) is a national clearinghouse of driver license information and is available for positions that involve the operation of a motor vehicle, locomotive or airplane. The NDR contains summary information provided by state driver licensing officials on drivers whose licenses have been cancelled, denied, revoked, or suspended or drivers who have been convicted of certain serious traffic violations. If there is a possible match, the following will be furnished on the NDR transcript: 1) Name, date of birth, gender, description, and driver license number; 2) A statement indicating that the possible matches furnished on the transcript may not be the same person for whom the record was requested. *No suspension, revocation, or conviction detail is displayed on the NDR reports.* Employers will need to order a Driving Record check for the state in which each record originated to obtain this information and verify identity. If no record exists within the NDR, the transcript will so indicate. Employers are required to obtain the individual's authorization each time the employer requests information from the NDR. Please note that a specific authorization form must be used, which includes the client and applicant's **original** signatures.

**National Practitioner Data Bank (NPDB) / Healthcare Integrity and Protection Databank (HIPDB):** Created by Federal legislation, these data banks contain information on identified physicians, dentists, and other health care practitioners (EMTs, physician assistants, nurses, etc. as identified in the NPDB Guidebook Chapter C) whose state-to-state movement is restricted without disclosure of previous medical malpractice history. The *National Practitioner Data Bank* contains information on adverse licensure actions, clinical privileges actions, and professional society membership actions taken against physicians and dentists. Reports of medical malpractice payments made on behalf of health care practitioners are also collected. The *Healthcare Integrity and Protection Data Bank* is a national data collection program for reporting and disclosure of certain final adverse actions taken against health care providers, suppliers or practitioners. Including individuals and organizations, the information provided includes: civil judgments related to delivery of health care items/services, federal or state criminal convictions related to same, actions by federal or state licensing agencies, exclusions from Federal or State health care programs, and any other adjudicated actions that have been established by regulation. The client needs to be pre-registered with data banks and must submit an Authorized Agent Designation to enable access.



**National Sexual Offender Search:** A single, nationwide search of registered sex offenders, inclusive of 48 U.S. states, the District of Columbia, Puerto Rico, and Guam. This search accesses public information from states 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.

NOTE: Except when authorized by statute, California and Nevada sex offender registries may not be used for employment purposes and therefore have not been included in the National Sex Offender Registry search. For additional information regarding California and Nevada, ask about our Regulated National Sexual Offender Search.

In addition, in some instances data found in Puerto Rico's database may not appear in an NSOR search because Puerto Rico updates to the national database are through periodic data transmissions rather than via a real-time connection. If your applicant has lived, worked, or attended school in Puerto Rico, you may wish to consider conducting a state Sexual Offender Registry search.

**Professional Association Verification:** Verifies membership in professional societies and associations pertaining to applicant's profession. Verifications will contact the organizations provided by the applicant to verify type, dates and status of membership. Custom questions may be developed and utilized. This check is appropriate for the insurance, medical/healthcare, accounting, legal and any other industries that have professional associations.

**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.

**Reference - Net Reference:** A revolutionary survey and analysis tool that automates the entire reference checking process to measure an applicant's ability against validated, job-specific competencies to provide a consistent, objective set of criteria for evaluation. Net Reference not only automates the process, it vastly improves turnaround time, captures valuable information and builds a source pool of future candidates.

**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.

**SEC Filings:** The United States Securities and Exchange Commission (SEC) requires all publicly owned companies, foreign and domestic, to file registration statements, periodic reports and forms. A search of these company filings is conducted to check or verify that an applicant was an officer or on the board of directors of a particular company. The check does not include enforcement actions.

**SEC Decisions, Orders, and Releases:** A search of Securities and Exchange Commission (SEC) administrative materials to determine if an individual has been named in any administrative decisions, administrative proceedings, administrative proceedings rulings, Administrative Law Judge (ALJ) initial decisions, EDGAR Filer Manual, Market 2000 Report, and interpretative releases.

**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 and the classification



of the offense. For a comprehensive, nationwide sexual offender search, please see National Sexual Offender Search.

NOTE: Except when authorized by statute, California and Nevada sex offender registries may not be used for employment purposes and therefore will not be searched. For additional information regarding California and Nevada, ask about our Regulated Sexual Offender Search.

**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. The SSN trace searches the last 7 or 10 years based on the criminal package selected and is available on SafeScreen Plus as an instant check.

**Social Security Number (SSN) Verification:** This check verifies that an individual's name and SSN match the Social Security Administration's (SSA) master file and that the SSN is not issued to a person who has been reported as deceased. If the information provided does not match SSA records, Verifications notifies the applicant of the discrepancy as required by the SSA. With SSN Verification, employers can verify an applicant's SSN before they are hired, helping to ensure accurate payroll records and reduce the likelihood of receiving an SSA No-Match letter.

**Uniform Commercial Code (UCC) Check:** A (UCC) Uniform Commercial Code filing is a practice adopted by all states to govern commercial transactions. Creditors and lending institutions secure their transactions by filing a UCC with the state. Verifications utilizes a third party proprietary database to search an applicant's name against all 50 states, the District of Columbia, and the US Virgin Islands. The information is obtained from the financing statement information (UCC-1) and any amendments to the financing statements (UCC-3) filed with the office of the Secretary of State or other appropriate offices. UCC results are limited to seven years, and generally include debtor name, address, the secured name and address, and filing type, date, number, and jurisdiction. Please note, as a standard, UCC matches will not be flagged for a client's attention. Additional research with the Secretary of State is available upon request.

**Workers' Compensation:** Where permitted by law, a search of State Workers' Compensation records is conducted. As documented in State records, reported information may include history of injuries and claims. Clients must certify that the check will ONLY be requested after an offer of employment is made. Some states require special and/or notarized release forms and a copy of the offer letter.

## International Screening

**Note:** International background screening is not a "one size fits all" proposition. Culture, political climate, and government regulation all contribute to differences in international screening. Verifications obtains and verifies all data in a legal manner, based on the law of the countries affected. Verifications Operations Centers are staffed from 6:00 am until midnight CT, Monday through Friday.

**Academic:** The academic institution is contacted for verification of the highest degree or the most significant academic event reported by an applicant. Multiple degrees and attendance may be verified if requested. Verifying academic degrees is not a common practice in many countries outside the United States and many academic institutions do not store records in one central location like a Registrar's Office. A copy of the applicant's diploma is a useful tool in locating the correct institution and the department where the applicant's academic record may be held. The information printed on



the diploma will often contain additional details about the school and the degree that an applicant is unable to provide on a typical employment application. Typical turnaround times are in the range of 3-10 days, but it may vary depending on the country or the institution. An International Disclosure and Release Form is required for this search.

**Criminal:** Criminal record information is not always available in countries outside of the United States. In most countries, criminal record information is not considered "public information". Some countries do not allow criminal record information to be used for employment purposes, while others limit the amount of information that can be disclosed. However, sensitive criminal information that is not typically available for employment purposes may be disclosed in some countries when the position involves caring for children or vulnerable persons. The type of criminal information available varies by country and Verifications utilizes the best possible and legally compliant methods and resources to obtain criminal record information. Turnaround times for criminal record checks vary considerably depending on the country and they are often longer than the turnaround times for criminal record checks in the United States. An International Disclosure and Release Form is required for this search.

**Employment:** Current and previous employers are contacted to verify employment. Based on the company's release policy, information reported includes employment dates, title, salary, the reason why the applicant left the employer, rehire status, and job performance comments. Factual employment data is most often obtained from human resources or payroll departments. In addition, former supervisors are contacted when possible to obtain job performance comments. International employment checks typically take 3-10 days, but this may vary depending on the country or the employer. An International Disclosure and Release Form is required for this search.

**International Reference:** 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. An International Disclosure and Release Form is required for this search.

**International Professional License:** The issuing 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. An International Disclosure and Release Form is required for this search.

**WorldScan:** WorldScan is a search of numerous government databases and various watch lists. WorldScan can be used as a supplement to a criminal record search or as an alternative in a country where a criminal record search is not available. This check includes multiple terrorist and government watch lists, money laundering lists, counterfeit operations lists, fraud and corruptions lists, and numerous other law enforcement databases. An International Disclosure and Release Form is required for this search.

**Worldscan Extended:** In addition to the databases searched in WorldScan, Worldscan Extended broadens the search by using extensive foreign language news media and Internet research. This search includes general information which might not be available in ordinary criminal record searches. An International Disclosure and Release Form is required for this search.

**Passport Check:** This check verifies the authenticity of a "machine-readable" passport in order to confirm the identity of a prospective employee. "Machine-readable" passports are used in over 200 countries and territories. A clear copy of the personal information pages of the passport and an International Disclosure and Release Form are required for this search.

**Australia Bankruptcy:** A search of public records held on the National Personal Insolvency Index (NPII) that provides information on current and former bankruptcies. This information may be relevant to applicants who will be working in management positions or positions with financial responsibility. An International Disclosure and Release Form is required for this search.



**Canada Credit:** Credit information is gathered from credit bureaus about an individual's credit and payment activities. A credit report is often used for positions that handle money. It is recommended that employers only obtain credit reports on their job candidates in Canada if the information in the credit report has a direct relationship to the position. Data is tied to the applicant's address at the time of the incident. Please be aware that a credit inquiry may impact the applicant's credit score in Canada. It is recommended that the applicant authorization include this notice so that the applicant is also aware. An International Disclosure and Release Form is required for this search.

**Canada Driver Record:** This check may include validation of license, status, class, and expiration date. Accident and violations on record are also provided. Information reported varies by province or territory and usually includes three to five years of history. An International Disclosure and Release Form is required for this search.

**China Driving License Validation:** This is a verification of the Driving License in China. The Public Security Bureau is contacted to verify that the applicant has a valid driving license. Offenses and violations are not available. A copy of the driving license, the applicant's name in Chinese characters and an International Disclosure and Release Form are required for this search.

**India PAN:** This search is a verification of the Permanent Account Number (PAN) in India. The PAN is a 10-digit alphanumeric number that is issued by the Income Tax Department in India. A PAN is required on income tax returns and financial transactions. A copy of the PAN card and an International Disclosure and Release Form are required for this search.

**India Driving License Validation:** This is a verification of the Driving License in India. The Regional Transport Authority is contacted to verify that the applicant has a valid driving license. Offenses and violations are not available. A copy of the driving license and an International Disclosure and Release Form are required for this search.

**Mexico Driving Record:** The state of issuance is contacted to verify license status, class, expiration date and any major offenses reported. Major offenses include DUIs and accidents. Minor offenses such as traffic violations and speeding tickets are handled at the municipal level and are not recorded at the state level. A copy of the driver's license and an International Disclosure and Release Form are required for this search.

**UK Disqualified Director Registry:** A search of data maintained by Companies House, an executive agency of the Department of Trade and Industry in the United Kingdom. Information is extracted from court disqualification orders and forwarded to the Companies House database. An individual could be disqualified for misconduct, unfitness, participation in wrongful trading, undischarged bankruptcies, etc. This verification is specifically a search of the Disqualified Director Registry. An International Disclosure and Release Form is required for this search.

**UK Basic Identity and Financial Check:** This search checks the Electoral Roll to verify an address provided by the applicant and it confirms the date of birth where available. A list of current and past directorships is also included. Publicly available data is searched by address provided for adverse information including county court judgments, bankruptcies, and voluntary arrangements. Publicly available data is tied to the applicant's address at the time of the incident. As a standard, Verifications will check up to 3 addresses in the last 7 years unless otherwise directed. An International Disclosure and Release Form is required for this search.

**UK Driving Record:** This search includes a validation of the license, issue date and any current endorsements (violations, fines, etc.). Special forms and an original signature are required to conduct the search. Under current Driver and Vehicle Licensing Agency (DVLA) requirements, the employer requesting the driving record must retain the DVLA consent form for seven years. An International Disclosure and Release Form is required for this search.



## Substance Abuse Services and Physical Examination Management Services

### 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.

**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.

**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.

**Oral Fluid Testing:** Oral fluid testing 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.

**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.

**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.

**Q.E.D.® A150 Saliva Alcohol Test:** The Q.E.D.® A150 Alcohol Test measures the alcohol concentration found in an individual's saliva and can be used as an on-site alternative to breath or blood testing. The screening provides quantitative, easy-to-read results in minutes. The non-invasive test requires no instrumentation and includes a built-in quality control spot. The Q.E.D.® A150 Alcohol Test should only be used as a screening device; all positive results must be confirmed with a breath test. All Q.E.D.® A150 Alcohol Tests should be administered by individuals specifically trained to operate the device and DOT analysis must be performed by a Screening Test Technician. A Screening Test Technician video training course for the Q.E.D.® A150 is available.



**Screening Test Technician Video Training Course:** All DOT analysis of Q.E.D.® A150 Alcohol Tests must be performed by a Screening Test Technician (STT). The STT Video Training Course is a DOT-approved training course that provides the materials necessary to certify one student. The DOT requires that the STT Training Video be facilitated by someone with at least one year of experience working as an STT or training STTs.

**Random Testing Program Management:** Clients provide random pool data (such as name, employee ID number, supervisor's name, etc.) to Verifications using electronic downloads or flat files, along with business rules for each random pool to address selection date, pull rates, and frequency. Verification manages the random testing and notifies the selected employee's supervisor when testing is required. As an alternate method, clients may submit a list of pre-selected random donors. All random programs may be monitored using the SAT Online Management System which provides visibility to: pool members, selection date, request type, required tests, completed tests, remaining tests, no shows, unmatched, total pool size, and pacing data.

**RecruitOne:** The RecruitOne 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 RecruitOne, 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.

**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.*

**Substance Abuse Training:** V.I.'s web-based substance abuse courses are designed to increase awareness of your substance abuse program, explain how substance use impacts the workplace and help you and your staff recognize and confront an impaired worker. Three versions of the course are available: FMCSA, FAA and Drug-Free Workplace. All courses include either a print or CD version of the manual. In addition to web-based training, instructor-led, on-site supervisor and employee training is also available.

## Physical Examination Management Services

**Physical Examination Management Services:** Verifications' experts can review, design and manage all aspects of your physical examination programs. Our comprehensive Physical Examination Management Services suite includes pre-placement programs, employee examinations per company policies (such as fitness for duty, physical capability, and medical surveillance), programs directed per contractual or collective bargaining agreements, as well as examinations required by U.S. Department of Transportation Federal Motor Carrier Safety Administration (FMCSA).

Our team can consultatively create and design exams based on job capabilities, and/or conduct a review your existing examination program to ensure it supports your job requirements.

In addition, Verifications can reconcile administrative and medical issues with the examining physician to ensure consistency and proper interpretation of medical data before your staff is notified of results.



Our trained staff of reviewers and physicians is also available to assess finished exams ranging from completeness and proper documentation through rendering an independent consultative opinion.

## Assessments

V.I. Clues™ Assessments - V.I. Clues™ is a modern, validated set of behavioral assessments designed for the mass business market. The assessments cover an employee's complete lifecycle, with easy-to-read reports specialized to help during selection, interviewing, training, leadership development and promotions/lateral moves. Because they are web-based and take less than 20 minutes to complete, V.I. Clues™ assessments are easy to administer and require no special training to interpret - all reports are written in plain English. V.I. Clues™ Assessments are available in 4 languages and can be customized with client-defined competencies.

## Applicant and Employee Processing 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.

**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 attempts will be made if needed.

**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.

**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.

**Employment Eligibility:** Employment Eligibility refers to V.I.'s Legal Right to Work and Electronic I-9 Forms Processing. Although they may be purchased separately, using both services enables one-click Legal Right to Work verification and automated electronic storage of the unique Legal Right to Work DHS number with the I-9 form.

**Legal Right to Work/E-Verify** verifies that newly hired employees are legally permitted to work in the U.S. An electronic query of the Federal E-Verify database is performed by submitting the new employee's information as provided on the Form I-9 including their name, date of birth, Social Security Number, and citizenship status. Results are immediate and step by step guidance is provided to simplify exception management. Using our Electronic Form I-9, this is a "one-click" process.

Our Electronic I-9 Forms Processing service is designed to simplify the collection, storage and management of I-9 Forms resulting in an accurate, completely paperless I-9 Form collection, storage and management process. The web-based solution includes built-in error detection functions and step by step user guidance to ensure I-9 Forms are legally completed. Both Legal Right to Work/E-Verify and Electronic I-9 Forms Processing include alerts 90, 60 and 30-days prior to the expiration of work authorization documents help you retain valued employees.



## Additional Services

**Client Setup:** A setup fee is charged to cover all account, user, and system setup activities. This fee includes access to and telephonic support for **SafeScreen Plus**. If an onsite inspection is required, there is an additional one-time fee for visiting the client's facility.

**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."

**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.

*To add Verifications background screening, drug testing and applicant management products and services, please contact our Sales team toll-free at (866) 455-0779 or e-mail [sales@verificationsinc.com](mailto:sales@verificationsinc.com). If you are a current client with questions or comments about your existing services, please call your Client Services Representative at (800) 247-0717 or e-mail [client.services@verificationsinc.com](mailto:client.services@verificationsinc.com). For more information about Verifications, Inc., please visit our website at [www.verificationsinc.com](http://www.verificationsinc.com).*

