



Background Screening Order

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Total Applications: \_\_\_\_\_

Total Pages: \_\_\_\_\_ (including cover)

\*\*\*\*\*REMINDER\*\*\*\*\*
Legible and complete Employment Applications
Help ensure timely and comprehensive Background Reports.

To: Verifications Incorporated
http://www.verificationsinc.com
client\_services@verificationsinc.com

Client Rep: \_\_\_\_\_
FAX: (605) 884-1140 (800) 248-0943
Phone: (605) 884-1200 (800) 247-0717

From: \_\_\_\_\_

Client Number: \_\_\_\_\_

Table with 4 columns: Contact & Return To, Phone, Fax, Email

Processing Instructions:

Searches a la carte

- Academic, Civil Records, Credit Summarized, Drug Screen, Employment, Global Watch Alert, National Criminal Record Locator, etc.

Other Services

- Adverse Action Notification, Applicant Calls, Applicant Copy, Reprocessing Charge, Rush Charge

Return Via

- Fax, Call Before Faxing, VI Online, Mail Original Reports, E-mail

Check here to have receipt of this fax confirmed. Include phone number if different from above.

Comments & Other Notes:

Blank lines for comments and notes