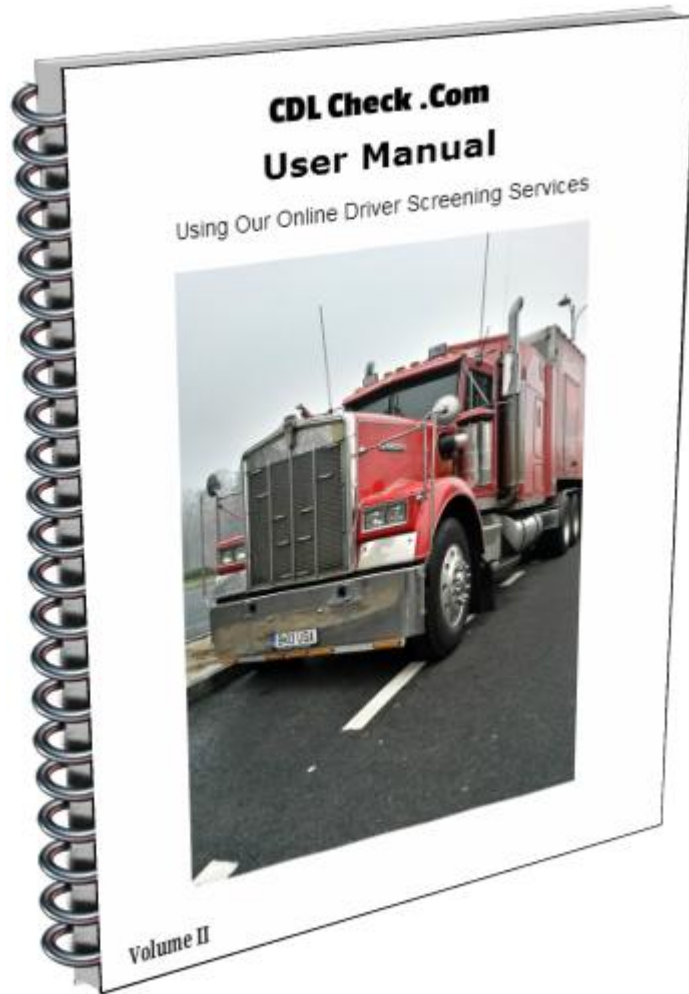


# CDL Check .Com



National Employee Screening Services offers a wide range of employee background screening tools to assist you through the hiring process toward hiring the right candidate. We recognize that without utilizing the correct background screening tools, the employer's decision making will only be as good as the information that is available to them.

With our secure online service, we offer employers a wide range of information services that lead to better hiring decisions. With our screening solutions, employers are able to evaluate and verify the employee's skills as indicated by the employee during the interview and on his/her job application.

We are recognize that pricing, information accuracy and customer service are the deciding factors for employers utilizing our services. That's why we keep our prices down, only use trusted and regulated data streams and we are available 24/7.

National Employee Screening Services has been in business for over 15 years. We are one of the leading employee background screeners in the country, serving large corporations to small businesses. Whether you oversee the hiring of a small business or a large corporation, we will provide you with the tools that will give you the confidence in hiring the right employee.

## Table of Contents

<b>1.0 Logging In For the First Time.....</b>	<b>5</b>
<b>2.0 Tabs Located On Your Panel.....</b>	<b>5</b>
2.1 Home Tab .....	5
2.2 Order Tab.....	5
2.2.1 New Order .....	6
2.2.2 Batch Order.....	6
2.2.3 Draft Orders.....	6
2.2.4 Applicant Pending .....	6
2.2.5 Applicant Ready.....	6
2.3 Reports Tab .....	6
2.4 Admin Tab.....	7
2.5 Utilities Tab .....	7
<b>3.0 Employee Background Screening Product Description And Sample Reports .....</b>	<b>8</b>
3.1 Driver History and License Verification .....	8
3.2 Driver License Monitoring .....	8
3.3 CDL - (Commercial Driver's License) Instant Driving Records.....	9
3.4 Commercial Driver's License Information System (CDLIS) .....	10
3.5 CDL Driver License Monitoring .....	10
3.6 CDL Driver Pre-Employment Screening Program (PSP) Through FMCSA .....	11
3.7 CDL Driver Pre-Employment Screening (PSP) Q&A .....	12
3.7.1 Q: What is the Pre-Employment Screening Program?.....	12
3.7.2 Q: What information does the Pre-Employment Screening Program (PSP) record contain?.....	12
3.7.3 Q: Why did FMCSA develop PSP? .....	12
3.7.4 Q: How do companies enroll in the Pre-Employment Screening Program?.....	12
3.7.5 Q: Who can request a PSP record?.....	12
3.7.6 Q: A driver had a roadside inspection recently, will that information be available on the driver's PSP record?.....	12
<b>4.0 E-Verify (Employment Eligibility Verification) .....</b>	<b>13</b>
<b>5.0 Prior Employer Reference Check .....</b>	<b>14</b>
5.1 Educational History Verification .....	15
<b>6.0 Employee Credit Report.....</b>	<b>15</b>
6.1 County Criminal Records .....	18
6.2 Drug Testing.....	18
6.3 Physical Exam.....	19
6.3.1 Credentialing.....	20
6.3.2 Employee Quick App .....	20
<b>7.0 Product Tools .....</b>	<b>21</b>
7.1 EMPLOYEE - ALA CARTE WITH CREDIT .....	21
7.1.1 Menu of items priced and ordered separately .....	21
7.2 Drug Testing.....	21
7.3 Commercial Driver Background Check.....	22
<b>8.0 Questions and Answers (Q&amp;A) .....</b>	<b>22</b>
8.1 Company Information .....	22
8.1.1 Q: How Do I Sign Up For Services?.....	23
8.1.2 Q: What Are The Costs And Where Can A User Find Out The Cost? .....	23

8.1.3 Q: Do You Charge Monthly Maintenance Or Annual Fees And Are There Any Other Fees? ..... 23  
8.1.4 Q: What Are Your Hours Of Operations? ..... 23  
8.1.5 Q: How Long Does It Take To Get Reports? ..... 23  
8.2 Credit Reports..... 23  
8.2.1 Q: How Do I Know If I Qualify To Receive And Review Employee Credit Reports?..... 23  
8.3 Employer And Employees Rights And Responsibilities Under The Fair Credit Reporting Act (FCRA) 23  
8.3.1 Q: How Does The Federal “Fair Credit Reporting Act” Apply To Employee Background  
Screening?..... 23

## 1.0 Logging In For the First Time

When you login for the first time, you will use the username and password that was provided to you. Once you have successfully logged in, you will be required to change your password. Please write it down and place it somewhere that you will not forget and you can retrieve it should you forget it. You will be required to select three questions and enter an answer for each question. You will not be able to use the same question more than once. Answers are NOT case sensitive (caps or no caps are okay).



## 2.0 Tabs Located On Your Panel

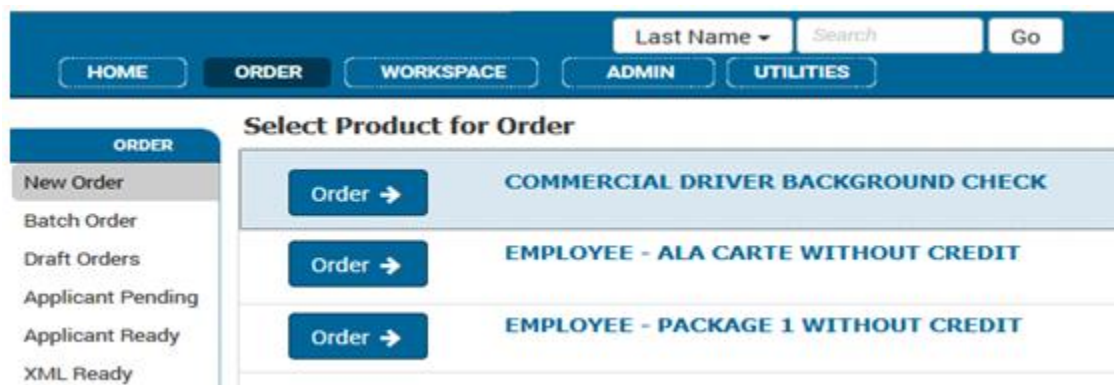
After you have completed the login process for the first time, you will notice that there are several tabs at the top of your screen.

### 2.1 Home Tab

Will take you back to the first screen you see after you have logged into our server.

### 2.2 Order Tab

Will take you to the page which allows you to place an order. Once on the order page, you will note in the center of the page a list of product tools under the heading "Select Product for Order". From there you can choose the Product Tools that meet your needs, see Product Tools to determine which product is best for you. Once you have decided on the products you want to screen your employees, our automated system will begin processing your order. Once your order has been filled you will receive an email informing you to login and retrieve your information.



On the left hand side of the page you will note several links;

### 2.2.1 New Order

Link will identify what products you can order.

### 2.2.2 Batch Order

Link will allow you to upload a .csv file that includes five or more employees that you wish to process without having to key in each one separately. The batch ordering feature is turned off by default, if you wish to use this service please contact our support department. Once enabled, the Batch Order Import feature allows you to create multiple orders from a single, comma-separated-value format file (.csv).

### 2.2.3 Draft Orders

Link allows you to view orders that you have inputted into our system but have not yet processed. You can view them at any time and as well process an order.

### 2.2.4 Applicant Pending

Link allows you to view orders that have been processed but we are awaiting for the information to come back.

### 2.2.5 Applicant Ready

Link allows you to view employees that are ready for your review.

## 2.3 Reports Tab

Allows you to formulate a report on any pending employee (s), completed, last 10, 25, 50, or 200 clients inputted into our system. In addition there is an advanced search that allows you to put in key information on the employee to bring up his/her report such as using their social security number.

The screenshot displays the 'REPORTS' tab in a web application. At the top, there is a navigation bar with tabs for HOME, ORDER, REPORTS (selected), ADMIN, and UTILITIES. A search bar is located in the top right corner with the text 'Last Name' and a 'Go' button. Below the navigation bar, the 'REPORTS' section is active, showing a sidebar with links for 'Pending Reports', 'Completed Reports', and 'Disclosures Queue'. The main content area is titled 'Pending Reports' and contains a table with columns: Name, SSN, File, Report To, Ordered By, Status, Ordered, Type, and Flag. The table is currently empty, displaying 'No reports to display.' Above the table, there are buttons for 'Results', 'View Report', and 'Print'. A filter dropdown is set to '-- Please Select --'. At the bottom of the table area, there are navigation arrows, a 'Refresh' button, and a pagination control showing 'Items per page: 15' and 'Showing 0 to 0 of 0 entries'.

## 2.4 Admin Tab

Allows you to add other office staff as a user allowing them access to run reports, etc. under the Manage Users link. Under billing you can click on your View Invoices to review your invoices.

The screenshot shows the Admin Tab interface. At the top, there is a navigation bar with buttons for HOME, ORDER, REPORTS, ADMIN (highlighted), and UTILITIES. A search bar is present with a dropdown for 'Last Name', a 'Search' button, and a 'Go' button. A user profile 'Alan' is visible in the top right. On the left, a sidebar menu includes 'ADMIN' (with sub-items 'CLIENTS' and 'Manage Users'), and 'BILLING' (with sub-item 'View Invoices'). The main content area is titled 'Client Configuration -' and 'Client Users'. A '+ User' button is located in the top right of the main area. Below it is a table with columns: User, Job Title, Phone, Ext, Status, and Actions. The table contains one entry: 'Murphy, Alan' with status 'ACTIVE'. A 'Cancel' button is at the bottom right.

## 2.5 Utilities Tab

When performing a county criminal you can click on the Utilities tab and then click the Jurisdiction Lookup link to identify the county in which the employee lives or has reported as a past location by entering the zip code.

The screenshot shows the Utilities Tab interface. At the top, there is a navigation bar with buttons for HOME, ORDER, REPORTS, ADMIN, and UTILITIES (highlighted). A search bar is present with a dropdown for 'Client Name', a 'Search' button, and a 'Go' button. On the left, a sidebar menu includes 'UTILITIES' (with sub-item 'Jurisdiction Lookup'), 'TOOLS', and 'REPORTS - PRODUCTION' (with sub-items 'Product Utilization', 'Status Reporting', and 'Hit Ratio'). The main content area is titled 'Utilities - Jurisdiction Lookup'. It contains a paragraph: 'From here you can lookup jurisdictions by launching the Jurisdiction Lookup Tool below.' Below this is a 'Jurisdiction Tool' section with a note: 'Once the tool has been opened, feel free to navigate anywhere within InstaScreen(tm) and the tool will remain open until you close it.' A 'Jurisdiction Tool' button is present. Below the button is a screenshot of a web browser window titled 'Jurisdiction Tool - Google Chrome'. The browser window shows the 'Jurisdiction Tool' interface with a search form. The form has a 'NOTE: You can search multiple zip codes by separating each zip with a comma.' and two radio buttons: 'Zip Code' (selected) and 'City/State'. There is a 'Go' button next to the search input field.

### 3.0 Employee Background Screening Product Description And Sample Reports

#### 3.1 Driver History and License Verification

We provide employers with instant driving records on their employees through our online, web-based searchable database with the Department of Motor Vehicles. Our services cover all 50 states. Our software also makes it easy to re-screen your drivers. When you sign up for this service we will provide you with a username and a password, at which point you can begin to use the service.

If your company has company vehicles, you should be running driver history reports on those employees that will be driving your vehicles. It's always a good idea to have personnel policies that reflect your company's position on moving and non-moving violations and suspension of a driver's license, operating with a suspended driver's license, etc. These policies should be part of your progressive discipline policies. It is a good policy to check your drivers every six months.

When you request a report, the report will contain all of the information that is provided by the state. The report will contain the driver's name, date of birth, driver license number, violations and convictions including information on traffic tickets and speeding tickets, penalties such as points, fines, suspensions, revocations and collisions.

MINNESOTA DRIVER RECORD REPORT							
REPORT SEARCH DATE: 11/29/13							
LICENSE NAME/ADDRESS			DRIVER DESCRIPTION				
DOE, JOHN 123 NORTH MAIN ST YOUNGSTOWN, MIN			DOB	SEX	HGT	RACE	SOC. SEC.
			12/09/1982	MALE	5'9"	WHITE	XXX-XX-XXXX
LICENSE NUMBER: D12345678							
ORIG ISSUED	ISSUED	EXPIRES	CLASS	STATUS			
	11/02/2012	11/07/2015	D	SUSPENDED			
LICENSE TYPE: DUP REG							
CLASS DESCRIPTION: D-SINGLE GVWR LESS 26001 LB							
STATUS DESCRIPTION: SUP			RETRICICTIONS: NONE		ENDORSEMENTS: NONE		
PRIOR STATE: N/A		POINTS: 6		REIST DATE:		SECONDARY LIC:	
OTHER STATE:		NON-RESIDENT MILITARY:		BOATCLASS:			
TYOE VIOL/ SUSPE	CONV/REINS	HISTORY ENTRY			PTS		
VIOL 10/01/2013	DWI	OPERATING UNDER THE INFLUENCE OF LIQUOR SUPENSION INDEFINITE			4		
VIOL 09/04/2013	SPEEDING	70 MPH IN 45 MPH ZONE			1		
VIOL 02/17/2010	FAID TO STOP	AT STOP SIGN			1		

#### 3.2 Driver License Monitoring

Automatically monitors your drivers for any change in their license, such as speeding tickets, suspension, DWI, accidents, etc. When our monitoring system learns of a driver violation, we will immediately contact the employer, at which time it is advisable that you run a driver report. So don't wait until you run a driver's license check only to learn that one of your drivers has been operating



your company vehicle for 6 months with a suspended license. It only takes one driver with a suspended license to put your company at risk of a lawsuit.

### 3.3 CDL - (Commercial Driver's License) Instant Driving Records

We provide employers with instant driving records on Commercial Driver's License (CDL) through our online, web-based searchable database with the Department of Motor Vehicles. Our services cover all 50 states. Our software also makes it easy to re-screen your drivers for compliance purposes. When you sign up for this service we will provide you with a username and a password, at which point you can begin to use the service.

The Federal Motor Carrier Safety Administration (FMCSA) mandates that employers are required to obtain a 10 year CDL employment history on all new hires, obtain a motor vehicle record from those states in which the driver held a CDL license during the previous three years.

With our Commercial Driver's License Information System (CDLIS) search, you will be able to ensure that you are in compliance. In addition, employers are required to obtain a drivers motor vehicle record on each employed driver every 12 months and are prohibited from allowing any driver with a suspended license to operate a commercial motor vehicle.

All CDL driver records will contain all information that is on the drivers' record. Such as name of driver, license number, licensing state, license type, license class, class description, expiration date, issue date, other licenses, medical certificate status, medical issuing date, medical expiration date, medical examiner name. It will also include any endorsements, violations and convictions including information on traffic tickets and speeding tickets, penalties such as points, fines, suspensions and revocations, and collisions.

CDL DRIVER REPORT		MICHIGAN INSTANT DRIVING RECORDS				
RESULTS: LICENSE FOUND WITH RECORD SEARCH		DATE 11/20/13- AM MST				
LICENSE NUMBER: H222222222222		LICENSE STATE: MICHIGAN		FULL NAME: SMITH, MIKE		
LICENSE NAME/ADDRESS		DOB		DRIVER DESCRIPTION		SOC. SEC.
SMITH, MIKE				SEX	HGT	RACE
123 NORTH MAIN ST		12/09/1982		FEMALE	5'5"	WHITE
YOUNGSTOWN, MIN						XXX-XX-XXXX
LICENSE INFO		LICENSE TYPE: COMMERCIAL		CLASS: A		
STATUS: VALID						
CLASS DESCRIPTION: CHAUFFEUR - COMBINE VEH > 25K71/TRAILER > 10K		ISSUE DATE:2014-06-05		RESTRICTION: CORRECTIVE LENSES		
EXPIRATION DATE: 2016-04-28						
MEDICAL CERTIFICATE		EXPIRATION DATE: 2014-05-12				
STATUS: CERTIFIED						
RESTRICTIONS: CORRECTIVE LENS REQUIRED SELF						
CERTIFICATION TYPE: NON-EXCEPTED INTERSTATE						
MESSAGES: FEDERAL BACKGROUND CHECK. FOR HAZARDOUS MATERIAL STATUS: APPROVED RES PONS						
E:04104/2010 DIGITAL IMAGE ON FILE						
VIOL		VIOL				
MNEMONIC: VIOL		MNEMONIC: VIOL				
CONVICTION DATE: 2006-07-15		CONVICTION DATE: 2009-02-10				
STATE: TN		STATE: IN				
LOCATION: TENNESSEE		LOCATION: INDIANA				
ACTUAL SPEED: 64		ACTUALSPEED: 51				
POSTED SPEED: 50		POSTEDSPEED: 35				
INCIDENT DATE: 2006-05-18		INCIDENTDATE: 2009-04-17				
DESCERNALL: SPEEDING 10+ OVERTHE LIMIT		DESCSRMALL: SPEEDING 16-19 OVER THE LIMIT				
STATEDESC: SPEEDING 10+ OVER THE LIMIT		STATEDESC: SPEEDING 15+ OVER THE LIMIT				
DESCTARE: SPEEDING 10+ OVERTHE LIMIT		DESCLARGE: SPEEDING 15+ OVERTHE LIMIT				
ADRPOINTS:		ADRPOINTS:				

ACDCODE: S14 AVDCADE: SA10 WARNING: CONFIDENTIAL INFORMATION -TO BE USED AS PER STE AND FEDERAL LAWS.	ACDCODE: 516 AVDCODE: SA11
---	-------------------------------

### 3.4 Commercial Driver's License Information System (CDLIS)

The Commercial Driver License Information System is a federal clearinghouse and repository of commercial driver licensing data, this data comes from all 50 states. The goal of CDLIS is to ensure CDL drivers only have one state CDL driver's license. In the past drivers who had a problem on their driver's license would go to another state to apply for a new license.

The CDLIS retains records of a driver's current commercial license and up to three previous licenses. A CDLIS search will not provide a state driving record, such as suspensions or violations, it will only indicate the present jurisdictional state, driver's license number, name, DOB, social security number match, AKA information, and up to three previously held CDL numbers. By using this service it will indicate what states you must run a driver license check (see CDL - (Commercial Driver's License) Instant Driving Records for employer mandate).

CDLIS SEARCH	
DRIVER: JOHN DOE DOB: 06/15/1960 SEX: MALE HEIGHT: 6'0" RACE: WHITE SOCIAL SECURITY NUMBER: 123-45-6789 ADDRESS: 1234 WEST PIKE RD MANCHESTER, VT 45547 LICENSE NUMBER: P12346789D STATE: VT	
CDLIS RECORD HISTORY	
-----	
TYPE	DESCRIPTION
CDL1	DRIVER AKA NAME LICENSE NAME: JOHN DOE LICENSE DOB: 06/15/1960
CDL1	HISTORICAL LICENSE INFORMATION LICENSE STATE: FL LICENSE NUMBER: P12346789D
END OF RECORD	

### 3.5 CDL Driver License Monitoring

Automatically monitors your drivers for any change in their license, such as speeding tickets, suspension, DWI, accidents, medical certificate expiration, etc. When our monitoring system learns of a driver violation, we will immediately contact the employer, at which time it is advisable that you run a driver report. So don't wait until you run a driver's license check only to learn that one of your drivers has been operating your company vehicle for 6 months with a suspended license. It only takes one driver with a suspended license to put your company at risk of a lawsuit. The monthly cost of this service \$5.99 per driver. There are no other charges.

### 3.6 CDL Driver Pre-Employment Screening Program (PSP) Through FMCSA

We provide the commercial driver Pre-Employment Screening Program (PSP) through the Department of Transportation's, Federal Motor Carrier Safety Administration's (FMCSA) program. The program helps carriers make more informed hiring decisions by providing secure, electronic access to a commercial driver's 5 year crash and 3 year inspection history from the FMCSA database.

We provide PSP records for conducting your pre-employment screening on your CDL drivers. By conducting a PSP on your new hires you will make your company a safer company. The Federal Motor Carrier Safety Administration (FMCSA) conducted a study to evaluate PSP's safety impact. The study results showed that companies regularly using PSP have, on average, reduced their crash rates by 8% and their driver out-of-service rates by 17%.

<b>CDL Driver Pre-Employment Screening</b>												
Federal Motor Carrier Safety Administration												
Driver Information												
Last Name			First Name				License Number			State		
Smith Smith			John John				P1234567 DX123456			VA VA		
Crash Activity (5 year history from MCMIS snapshot date)												
Crash Summary												
Number of Crashes		Number of Crashes W/Fatalities		Number of Crashes W/Injuries		Number of Towaways						
5		1		3		3						
				Number of Injuries		Number of Hazmat Releases						
				1		4			0			
Crash Details												
	Date	DOT#	Carrier Name	Driver Name	Diver LIC	ST	Driver DOB	RPT ST	RPT Number	Location	Fatalities	Injuries
1	7/24/08	12344	ABC Trucking	Smith, John	P1234567	MA	9/6/65	NY		51 E Main	0	1
2	8/03/09	12344	123 Trucking	Smith, John	P1234567	MA	9/6/65	CT		12 High St	1	2
3	9/10/09	23455	XYZ Trucking	Smith, John	D1234567	FL	9/6/65	MT		5 West Elm St	0	0
4	1/14/10	78999	West Trucking	Smith, John	D1234567	FL	9/6/65	TX			0	1
5	8/11/10	54322	Bell Trucking	Smith, John	D1234567	FL	9/6/65	NJ			0	0
Inspection Activity (3 year history from MCMIS snapshot date)												
Inspection Summary												
Driver Summary					Vehicle Summary				Hazmat Summary			
Driver Inspections				4	Vehicle Inspection			4	Hazmat Inspection			0
Driver Out of Service Inspection				1	Vehicle Out of Service Inspection				Hazmat Out of Service Inspections			0
Driver Out of Rate				25%	Vehicle Out of Service Rate			50%	Hazmat Out of Service Rate			0%
Carrier INFO			Driver INFO				Inspection INFO					
	Date	DOT#	Carrier Name	Driver Name	Diver LIC	ST	Driver DOB	RPT ST	RPT Number	Hazmat Inspection	INSPEC Level	Number of Violations
1	4/15/08	43210	Write Trucking	Smith, John	P1234567	MA	9/6/65	VA	654321	N	1	3
Vehicle Violations		396.3A1T		Tires (General) NON-OOS								
Driver Violations		386.83 (a)(1)		Failure To Pay Fine OOS								
Vehicle Violation		39.40		Inadequate Brake Stem On A CMV OOS								
Violation Summary												
Violation Number		Description							Number Of Violations		Number Of Out Of State Vio	
393.47 (e)		CLAMP/ROTO TYPE BRAKE (S) OUT OF ADJUSTMENT							1		0	
393.95 (f)		NO/INSUFFICIENT WARNING DEVICE							1		0	
396.3A1t		TIRES (GENERAL)							1		0	
386.83 (a)(1)		FAILURE TO PAY FINE							1		1	
393.40		INADEQUATE BRAKE SYSTEM ON CMV							1		1	

### **3.7 CDL Driver Pre-Employment Screening (PSP) Q&A**

#### **3.7.1 Q: What is the Pre-Employment Screening Program?**

A: The Pre-Employment Screening Program (PSP) allows employers access to commercial drivers' safety records from the Federal Motor Carrier Safety Administration's (FMCSA) Motor Carrier Management Information System (MCMIS). Records are available 24 hours a day via our online network.

#### **3.7.2 Q: What information does the Pre-Employment Screening Program (PSP) record contain?**

A: A PSP record contains a driver's most recent 5 years of crash data and the most recent 3 years of roadside inspection data from the FMCSA MCMIS database. The record displays a snapshot in time, based on the most recent MCMIS data loaded to the PSP system. A new snapshot is uploaded approximately once per month.

#### **3.7.3 Q: Why did FMCSA develop PSP?**

A: Developing a system to make safety performance information electronically available for pre-employment screening purposes was mandated by Congress in the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users, Title 49 U.S. Code, section 31150 Public Law 109-59 Section 4117. FMCSA believes that making this driver data available to employers it will improve safety data and help employers make more informed decisions when hiring commercial drivers.

#### **3.7.4 Q: How do companies enroll in the Pre-Employment Screening Program?**

A: By filling out our application and faxing back we can get you enrolled within an hour.

#### **3.7.5 Q: Who can request a PSP record?**

A: Employers may request PSP records solely for the purpose of conducting pre-employment screening and only with the driver's authorization. Your driver must sign our authorization form.

#### **3.7.6 Q: A driver had a roadside inspection recently, will that information be available on the driver's PSP record?**

A: Data from the Motor Carrier Management Information System (MCMIS) is uploaded to the PSP system approximately once a month. This is a 'MCMIS data snapshot'. The date of the most recent MCMIS data snapshot is available on the bottom of your PSP record. Reporting times vary by state.

#### 4.0 E-Verify (Employment Eligibility Verification)

National Employee Screening Services is an approved Department of Homeland Security (DHS) E-Verify Employer Agent. We provide employers with their employee employment eligibility verifications. By using our service, it will reduce office staff hours during the hiring process and for the need for office staff from having to study and take the exams to use DHS E-Verify internet-based service.

E-Verify is a internet-based data system that is operated by the DHS. As your Employer Agent we will verify the employment eligibility of your newly hired employees and employees who hold temporary Work Authorization Cards or a Permanent Resident Card. You simply log into our internet-based system, key in the employees I-9 information and that's it. When processed, we will provide you with a DHS' work authorization code for that employee. You will then write it down on the employees' I-9 form.

If there are any discrepancies we will contact you for the corrections. If the information that you provided is correct, the employee will then be required to contact DHS to correct the matter and is entitled to remain on the job. If the employee does not contact DHS or the employee does not wish to contest, the employer is then required to terminate the employee.

Photo matching is an important part of the employment eligibility verification process. When an employee is hired, by law the employee is required to present a photo ID when completing the I-9 form. Typically the employee will present his/her driver's license as the photo ID.

However, if the employee presents a U.S. passport or passport card, or Permanent Resident Card or Employment Authorization Card you will need to fax that to us in order that we can compare it against the photo DHS displays during the E-Verify process. At present, employers operating under a federal contract are required to E-Verify their employees and in some states have passed legislation making it mandatory for certain businesses, other states require all employers use E-Verify.

EXAMPLE 1	E-VERIFY	
FILE NUMBER: 3361	REPORT DATE: 11-19-2013	EMPLOYER: ABC ROOFING
EMPLOYEE: DOE, JOHN	DOB: 06/15/1979	SOCIAL SECURITY NUMBER: 020-XX-XXXX
DRIVER LIC STATE: MA	DIVER LIC NUMBER XXX-XXX-XXX	
DRIVER LIC EXP DATE: 06/15/2040	UNITES STATES CITIZEN	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
STATUS: EMPLOYMENT AUTHORIZATION CARD		
CARD NUMBER: XXX-XXX-XXX		
CATEGORY CARD NUMBER C09 SRCXXXXXXXXXX		
VALID FROM 06/15/13 CARD EXPIRES: 05/15/18		
NOTES: WORK AUTHORIZATION CARD PHOTO DOES NOT MATCH DEPARTMENT OF HOMELAND SECURITY (DHS) PHOTO IMAGE. DHS HAS GIVEN EMPLOYEE "DHS TENTATIVE NONCONFIRMATION" (TNC). IF THE EMPLOYEE CHOOSES TO CONTEST THE TNC, THE EMPLOYER MUST EITHER ATTACH AND SUBMIT ELECTRONICALLY A COPY OF THE EMPLOYEE'S PHOTO DOCUMENT OR MAIL A COPY OF THE EMPLOYEE'S DOCUMENT TO DHS VIA EXPRESS MAIL AT THE EMPLOYER'S EXPENSE. PLEASE ALLOW EMPLOYEE TO REMAIN ON JOBSITE DURING THIS PROCESS. IF THE EMPLOYEE DOES NOT WISH TO CONTEST THE TNC YOU MUST IMMEDIATELY TERMINATE EMPLOYEE.		

EXAMPLE 2	E-VERIFY	
FILE NUMBER: 104069	REPORT DATE: 12-15-2011	EMPLOYER: SWAN DIVING
EMPLOYEE: DOE, JANE	DOB: 02/09/1953	SOCIAL SECURITY NUMBER: 070-XX-XXXX
DRIVER LIC STATE: NJ	DIVER LIC NUMBER XXX-XXX-XXX	
DRIVER LIC EXP DATE: 02/09/2018	UNITES STATES CITIZEN	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
JANE DOE IS AUTHORIZED TO WORK IN THE UNITED STATES. PLEASE RECORD THIS CASE VERIFICATION NUMBER 222XXXXXXXXCU ON THE EMPLOYEE'S FORM I-9.		

## 5.0 Prior Employer Reference Check

One of the more involved tasks for an employer during the hiring process, is to perform a prior employer reference check on an employee applicant. This step is one of the most important steps in the selection process. Getting feedback from a prior employer on the employee applicants past performance is a good indicator of future performance and the suitability of the employee applicant being placed in the position.

It is also a great means for determining the truthfulness of the employee's information that was stated on the employee's application and during the interview. However, anyone who has undertaken this task, will tell you it can be a nightmare getting in touch with a prior supervisor or someone in position who can give a reference. For this reason, many employers tend to opt out.

At National Employee Screening Services, we have been providing employers with employer reference check services for over 15 years. We understand the difficulties and we have developed strategies to obtain employer reference checks within a reasonable amount of time. We developed and ask past employers the kinds of questions that give employers the answers they need to make informed decision. We charge a reasonable flat rate, no matter how many times we have to call the same employer.

EMPLOYMENT VERIFICATION	
RESPONSE RECEIVED YES	FILE# 6297B
NAME: JANE DOE ADDRESS: 123 BROOK DRIVE APT 10F DETROIT, MIN PHONE NUMBER: (123) 617-2714	
EMPLOYER TYPE: CURRENT	EMPLOYER NAME: ABC MEDICAL CENTER
ADDRESS: 22 EAST ST DETROIT, MIN 456-7891	SUPERVISOR: JOHN SMITH EMPLOYER PHONE NUMBER: (123)
EMPLOYER FAX: (123) 1010-6170	EMPLOYER E-MAIL: -
SEARCH DATE: 03-17-2011 845 AM MDT	DATE VERIFIED: 03-17-20 11
VERIFIER BY TITLE: SUPERVISOR	
SUBJECT-PROVIDED INFORMATION	
HIRE DATE: 11/01/1988 JOB TITLE: LPN NURSE CURRENT WAGE: 4501848 ANNUAL FULLTIME	
NOTES: EMPLOYER STATES EMPLOYEE COMES TO WORK DAILY AND ON: TIME, VIEWED AS AN EXCELLENT EMPLOYEE AND A ROLE MODEL, WORKS 3-11 PM SHIFT, HANDLES INTAKE, DUTIES ALSO INCLUDE ON CALL, SHOWS INITIATIVE, VERY HELPFUL WITH STAFF AND CLIENTS, WOULD ONLY HAVE POSITIVE THINGS TO SAY ABOUT HER.	

- \* On a CDL driver's prior employer reference check, we ask the standard questions, in addition we ask several DOT questions in order to comply with the Federal Motor Carrier Safety Administration's regulation §391.23.

## 5.1 Educational History Verification

One of the more common areas of misrepresentation on a resume, occurs in the area of education. Many applicants have a tendency to embellish their academic achievements in order to meet the job requirements for the employment position in which they are applying for. The more common types of misrepresentation include the college or university attended, type of degree received, courses and whether they graduated.

Our specialist will contact the institution that granted the degree or certificate and will accurately verify all information supplied, provide dates of attendance, degree, major or program, and graduation date, if applicable. We can perform your educational history verification checks saving you time and money.

Education Verification	
Name: Doe, John	Order Date: 2/11/2010
SSN: 123-45-6789	Completed Date: 2/11/2010
Employer: West Coast Healthcare	File Number: 10157894
School: Princeton University, School of Engineering and Applied Science	
City: Princeton	
State: NJ Zip Code: 08544	
Risk Factor:	
Verified: Yes	
Comments:	
School: Princeton University	Graduated: Yes
Major: Marketing	
Graduation Date: 05/01/2009	
Degree: Bachelor of Science in Engineering (BSE)	
Attended	From: 05/01/2005 To: 05/01/2009
Summary: 2/11/2010- Mike Smith, Registrar, verified John Doe received Bachelor of Science in Engineering degree in Engineering	

## 6.0 Employee Credit Report

Employers may only seek a credit report on a employee applicant when that employee will have access directly or indirectly to the company's finances (money). Such as bank tellers, delivery drivers who handle cash and checks, employees working in an accounting department, etc. Before obtaining a credit report, the employer should have in place a company policy that any employee within such job category will have a credit background check. This will eliminate any appearance of discrimination or bias. In addition, the policy should reflect what is considered a disqualifier.

When an employer plans to check the credit history of a employee applicant, the employer must follow the rules set out by the Federal Fair Credit Reporting Act (FCRA). The act requires the employer to obtain the employee applicant's written consent. That consent should be on a consent form separate from the employment application. The employer must inform the employee applicant before running the credit check and inform the employee applicant that employment is conditional, that it will be based on the report (As a good practice, you should hand the employee a copy of your company policy). If the employer does not hire the employee applicant due to his/her credit report, the employer is required to hand the employee applicant an official Adverse Action Notice.

Before you run a credit check on an employee applicant make sure that it is allowed in your state. At present seven states; California, Connecticut, Hawaii, Illinois, Maryland, Oregon, and Washington have passed laws prohibiting employers from running credit reports or limiting how employers may use them to make hiring or other job decisions. According to the National Conference of State



Legislatures (NCSL), more than 20 states are currently considering similar legislation. To find out whether your state is among them, go to the NCSL's detailed chart on [www.ncsl.org](http://www.ncsl.org).

If the employer's state prohibits the employer from checking an employee applicant credit report or using their credit history in the employer's hiring decisions, you can't do it. Even though the federal FCRA allows employers to consider credit reports, state laws are more protective of employee rights and supersedes federal law.

FILE# 2764318C	REPORT DATE	09-11-2011
	ORDER DATE	09-11-2011
REPORTED TO	TYPE EMPLOYEE - ALA CARTE (CREDIT NOT MASKED)	
	NATIONAL EMPLOYEE SCREENING SERVICES	
	PHONE: 800-380-0940	
APPLICANT	JOHN DOE	SSN XXX-XX-0000
ADDRESS(ES)	5846 ERIK WAY	CITY / STATE / MIAMI, FL 33138
	DOB	06- 14-XXXX
CREDIT SUMMARY		
TOTAL TRADELINES	2	30 DAYS LATE 0
CURRENTLY SATISFACTORY	1	60 DAYS LATE 0
CURRENTLY DELINQUENT	0	90 DAYS LATE 0
PREVIOUSLY DELINQUENT	0	NEWEST TRADE 01-05-2011
COLLECTION/CHR OFFS	1/0	OLDEST TRADE 10-08-2010
PUBLIC RECORDS	0	INQUIRIES 6
Financial Summary		
MORTGAGE	PAYMENT TTL	BALANCE
INSTALLMENT	0	\$0 \$0 \$0
OPEN 1	\$0	\$413 \$413 65%
REVOLVING	1	\$0 \$0 \$0
OTHER 0	\$0	\$0 \$0 0%
2	\$0	\$413 \$413 65%
PAST DUE UTILIZATION		
PROPOSED RENT		
STATED MONTHLY INCOME		
INCOME TO RENT RATIO		
INCOME TO DEBT RATIO		
INCOME TO DEBT INCL. RENT RATIO		
WARNING; USE CAREFUL JUDGMENT THE PAST DUE COLUMN OF THIS FINANCIAL SUMMARY MAY POSSIBLY COMBINE AMOUNTS OF AN ORIGINAL CREDITOR WITH AMOUNTS FROM A COLLECTION AGENCY COLLECTING FOR THE ORIGINAL CREDITOR. A SINGLE DEBT COULD BE INCLUDED AS A TRADE AMOUNT AND WITH THE COLLECTION AGENCY. IN A FEW CASES, THIS SINGLE DEBT CAN APPEAR AS A JUDGMENT IN THE PUBLIC RECORDS SECTION, AS WELL.		
VARIATIONS		
Personal Information Comparison		
	NAME	SOC SEC DOB AKA
APPLICANT	JOHN DOE	XXX-XX-0000 06- 14-XXXX
TU	JOHN DOE	XXX-XX-0000 06- 14-XXXX
Address Comparison		
ADDRESS REPORTED		
APPLICANT	TU 25 NW 10 COURT RD, MIAMI, FL 33415	04/06/07
APPLICANT	TU 1011 PIKES ST MIAMI, FL 33147	11/05/10
APPLICANT	TU 2060 Davison RD, PEMBROKE PINES, FL 335561	
Employment Comparison		
COMPANY	POSITION	REPORTED
TU ABC Roofing		07/18/09
CREDIT BUREAU REPORT SCORES		
N/A - FICO RISK SCORE, CLASSIC 2004		



- FILE NOT SCORED BECAUSE SUBJECT DOES NOT HAVE SUFFICIENT CREDIT (CODE 3)

CREDIT HISTORY

CREDITOR	OPENING DATE MONTHS REVIEWED	REPORTED DATE DLA	HIGH CREDIT	BALANCE	PAST DUE AMOUNT	HISTORICAL			TYPE	PRESENT	STATUS	E C O A B
						30	60	90+				
MASTER CARD	10-08-2010 01	11/19/10	\$216	\$0	\$0	0	0	0	REV \$0	As Agreed		
<b>Remarks:</b> KOB: BANKS; ACCOUNT CLOSED BY CONSUMER												
BANK OF AMERICA	01-05-2011	09/01/11	\$413	\$413	\$413	OPEN 1			Collection		B	
<b>REMARKS:</b> ORIGINAL CREDITOR: MEDICAL; KOB: COLLECTION SERVICES; PLACED FOR COLLECTION												

ECOA KEY: B = BORROWER; C = CO-BORROWER; S = SHARED; J = JOINT; U = UNDESIGNATED; A = AUTHORIZED USER

PUBLIC RECORDS

NO PUBLIC RECORDS DEVELOPED

PRIOR INQUIRIES

CREDITOR	INQUIRY TYPE	DATE	SRC	KIND OF BUSINESS	ECOA
CAR ONE ALL	11-10-2012	TU	BANKS		
CAP ONE ALL	06-10-2011	TU	BANKS		
DISCOVER	ALL	05-04-2009	TU	FINANCE / PERSONAL	
BANK OF AMER	ALL	04-20-2009	TU	BANKS	
CF BANK/NB	ALL	03-21-2009	TU	BANKS	

REPOSITORY REMARKS

TU HIGH RISK FRAUD ALERT; AVAILABLE AND CLEAR (HOL)

SOURCE INFORMATION

CREDITORS

CREDITOR	SUB CODE	ADDRESS	PHONE
NO CREDITORS DEVELOPED			

SUBMISSION RESULTS

APPLICANT	BUREAU	DATE	RESULT
APPLICANT	TRANSUNION	09-11-2011 02:27:31 PM	RECORD FOUND

REPOSITORY REFERRAL

Trans Union Consumer Relations  
www.transunion.com/myoptions  
2 Baldwin Place P.O. Box 1000 Chester, PA 19022  
800-888-4213

COMMENTS

\*\*\* END OF CREDIT REPORT \*\*\*

DISCLAIMER

This report is furnished to you pursuant to the Agreement for Service between the parties and in compliance with the Fair Credit Reporting Act.

## 6.1 County Criminal Records

A county criminal check will include any criminal behavior on an individual within a given county within that state. When the criminal record check is performed and a hit comes back, it will include; criminal charges, case numbers, the date of the offenses, disposition dates, and confirmation of convictions or non-convictions. If an employee has lived in two or three counties in his/her lifetime it may make sense to perform a county criminal in all counties. Most counties do provide an automated report retrieval system in which criminal reports are retrieved within a day. However, there are still counties that do not provide this service, in this case it can take as much as 5 business days. Most counties do charge a fee for this information, in most cases it's a nominal fee. The fee schedule is posted on our site. In general we are able to go back 7 years.

COUNTY CRIMINAL	
SEARCH DATE 12/29/2014	
LAST NAME: DOE FIRST NAME: JOHN	
SEX: MALE	
DATE OF BIRTH: 03/14/1969	
RACE: WHITE	
ADDRESS: 22340 SW 69 RD PARKWAY MIAMI, FLORIDA 33189	
SEARCH SCOPE: 7 YEARS	
JURISDICTION: MIAMI DADE, FLORIDA REGJB - JUSTICE BUILDING	
1) DATE OF INCIDENT 12/21/2014	
CASE NUMBER P-26-27894	
STATUS: OPEN	
ASSESSMENT AMOUNT: \$50.00	BALANCE DUE: \$50.00
JUDGE: BLOCH, JASON	DEFENSE ATTORNEY: SMITH, TRAVIS
BOND TYPE: RELEASED OWN RECOGNIZANCE	BOND ISSUE DATE: 12/28/2014
CHARGES:	
- RESIST OFF W/VIOL FELONY	DEF PROSECUTION PGM
- BATTERY/AGG/LEO FELONY	NO ACTION
- ASSLT/AGG/LEO/FIRERMFELONY	NO ACTION
- ASSLT/AGG/LEO/FIRERMFELONY	NO ACTION
TRIAL PROS. ASSIGNED: JEFFERSON, DAVE 12/29/2014	
12/22/2014 FIRST APPEARANCE/BOND HEARING - P.M.	
12/24/2014 ATTORNEY TYPE APPOINTED AT BOND HEARING PUBLIC DEFENDER	
2) DATE OF INCIDENT 02/28/2014	
CASE NUMBER N-16-004972	
PETIT THEFT	
STATUS: CLOSED	

## 6.2 Drug Testing

At National Employee Screening Services we offer drug test screenings through our affiliated healthcare centers located throughout the 50 states. Due to the high volume of drug testing conducted we are able to pass a cost savings onto our customers. Compare our prices with your current provider and you will see we can save you on your current costs.

Protect your organization from the potential risks of hiring an employee who is a user of illegal drugs and or under the influence of alcohol. Let us be your "Drug Free Workplace" partner. We provide fast, accurate and compatible screening solutions designed to meet any Drug Free Workplace initiative. We have created a national network of providers that are truly accessible and convenient for our clients using only accredited healthcare centers and laboratories.

Test results are reviewed and analyzed by a Medical Review Officer (MRO). All of our service healthcare centers and laboratories have been certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) to meet all strict government requirements. Our centers provide Pre-employment Testing, Just-cause/Reasonable suspicion, Return-to-duty, and Emergency Post-accident testing.

Our programs can be customized to meet your specific (DOT and non- DOT) drug testing requirements. Our drug testing facilities can check for drugs using a five panel or ten panel dip card. Once you are set up into our online system, you can login, provide the employees information and the type of test you require and enter his/her email address and that's it. Everything is done electronically. The employee will be sent an email as to when and where the test will be conducted. When the test is conducted, you will be sent an email as to the results.

A five panel card will check for five categories of drugs and the ten card checks ten categories of drugs.

- 5 Panel - Amphetamines; Cocaine; Marijuana; Opiates; and Phencyclidine (PCP) - \$44.00
- 5 Panel - Amphetamines; Cocaine; Marijuana; Opiates; and Phencyclidine (PCP) (DOT) - \$46.00
- 5 Panel - Plus Alcohol - \$59.00
- 10 Panel - Amphetamines; Cocaine; Marijuana; Opiates; Phencyclidine (PCP), Barbiturates;
- Benzodiazepines; Methadone; Methaqualone; and Propoxyphene - \$59.00
- 10 Panel - Plus Alcohol - \$72.00

DRUG DETAIL REPORT	
DRUG SCREEN Test Results: NEGATIVE	
PATIENT INFORMATION: JOHN DOE	ESCREEN DIAGNOSTICS PRIMARY ID: 22668890
SPECIMEN INFORMAMON	CLIENT INFORMATION:
REQUISITION: 24356	STATE ATHLETIC COMMISSION
LAB REF NO: 123456	COLLECTED: 01/15/2004 07:10
RECEIVED: 01/15/2004 10:30	REPORTED: 01/16/2004 13:24
REASON: EMPLOYMENT	TESTS ORDERED: 123456
<u>INTEGRITY CHECKS</u>	
AMPHETAMINES: NEGATIVE	COCAINE: NEGATIVE
MARIJUANA: NEGATIVE	OPIATES: NEGATIVE
PHENCYCLIDINE: NEGATIVE	
END OF REPORT	

### 6.3 Physical Exam

Physical DOT and Physical Non DOT

At National Employee Screening Services we offer DOT Physical exams as well non DOT Physicals through our affiliated healthcare centers located throughout the 50 states. Due to the high volume of physicals conducted we are able to pass a cost savings onto our customers. Compare our prices with your current provider and you will see we can save you on your current costs.

Employers must ensure that their DOT (Department of Transportation) drivers have a physical exam and that the driver receives a medical examiner's certificate. The exam must be conducted every two years (24 months) by a licensed "medical examiner". The medical examiner may also issue

a medical examiner's certificate for less than 24 months when it is desirable to monitor a condition, such as high blood pressure.

Once you are set up into our online system, you can login, provide the employee's information and the type of test you require and enter his/her email address and that's it. Everything is done electronically. The employee will be sent an email as to when and where the exam will be conducted. When the exam is completed, you will be sent an email as to the results. Our programs can be customized to meet your specific DOT or non- DOT exam requirements.

### **6.3.1 Credentialing**

- Medical - Allied Health Re-Credentialing
- Medical - Initial Allied Health Credentialing
- Medical - Initial Physician Credentialing
- Medical - Physician Re-Credentialing

At National Employee Screening Services, we offer provider credentialing services to the healthcare industry, we are JACO and federal and state compliant. Without proper credentialing of your healthcare staff, provider reimbursement for medical services can be delayed and, even, denied by the insurance industry and through the states and federal government Medicare and Medicaid programs.

We verify credentialing information on doctors, nurses, physician assistants and your allied health personnel to ensure legitimacy and experience. We confirm all professional license credentials, report date of issuance, expiration date, suspensions, and disciplinary actions. We offer Initial Physician Credentialing, Physician Re-Credentialing, Initial Allied Health Credentialing and Allied Health Re-Credentialing.

Medical credentialing is a very thorough, time-consuming procedure. The length of the process depends on the applicant and the laws of the state where the medical facility resides. Credentialing on physicians tends to take much longer to investigate due to their licenses, completion of residency programs, authentication of services, and other qualifications that must be confirmed. We recognize credentialing is business critical for your operation and can take up a great deal of your human resources, let us handle your credentialing needs, we can save you time and human resources expense.

### **6.3.2 Employee Quick App**

When you order a product, you can choose the Quick App feature, this feature can perform a number of automated tasks for you. For example;

- If you want to perform a drug test on an employee, Quick App will automatically set up a time and place for your company. It will notify the employee by email. When drug testing is done it will email you indicating that you may login to read the results.
- If you are hiring a driver who is out of state, you can log into our network, order a MVR (drivers report) using Quick App. Quick App will email the driver a link in which the driver responds by logging into our network to enter their own information to process an MVR Report. When the report is ready, our system will email you indicating that you may login to review the results.
- Use Quick App to automate your hiring process by sending prior employers a secure link to request DOT Compliant employment verifications on your drivers. When the employer receives the request, the employer is provided with standard and DOT compliant questions to answer. You then will be notified to login to review the results.

## **7.0 Product Tools**

### **7.1 EMPLOYEE - ALA CARTE WITH CREDIT**

#### **7.1.1 Menu of items priced and ordered separately**

- Employee Credit Check
- County Criminal Records Search
- Sex Offender Registry
- Employment Verification
- Personal Reference Verification
- E-Verify
- Physical DOT
- Physical Non DOT
- Education Verification
- Instant Driving Records
- Medical - Allied Health Re-Credentialing
- Medical - Initial Allied Health Credentialing
- Medical - Initial Physician Credentialing
- Medical - Physician Re-Credentialing
- OIG Medicare/Medicaid Sanction Report
- Substance Abuse Screening
- Driver License Monitoring

#### **7.2 Drug Testing**

- 5 Panel Urine Drug Test - Detects five of the most commonly consumed street drugs: cocaine, marijuana, amphetamines, basic opiates like heroin, and PCP. This is the traditional standard urine test.
- 5 Panel With Alcohol Test
- 10 Panel Urine Drug Test. Detects five street drugs (cocaine, heroin, meth, marijuana, PCP) and five prescription drugs (benzodiazepines, quaaludes, methadone, propoxyphene, barbiturates).
- 10 Panel With Alcohol Test

DOT Drug Testing - Amphetamines, MDMA, marijuana (THC), Opiates including Heroin, Codeine and Morphine, Cocaine, Phencyclidine (PCP)

**EMPLOYEE - PACKAGE 1** (Price is discounted)

- County Criminal Records Search
- Instant Driving Records

**EMPLOYEE - PACKAGE 2** (Price is discounted)

- County Criminal Records Search
- E-Verify
- Instant Driving Records

**EMPLOYEE - PACKAGE 3** (Price is discounted)

- County Criminal Records Search
- Employment Verification
- E-Verify
- Instant Driving Records

**EMPLOYEE - PACKAGE 4** (Price is discounted)

- County Criminal Records Search
- Employment Verification
- E-Verify
- Instant Driving Records
- Substance Abuse Screening 5 Panel

### **7.3 Commercial Driver Background Check**

- County Criminal
- Employment Verification
- CDL Instant Driving Records
- PSP Crash and Inspection History
- Commercial Driver License Monitoring
- Commercial Driver's License Information System (CDLIS)

### **8.0 Questions and Answers (Q&A)**

#### **8.1 Company Information**

Q: Why Should You Do Business With Us?

A: At National Employee Screening Services we provide employers with the tools they need to properly screen their employees. We have been in the business for over 15 years and we are one of the leading employee background screeners in the country. Whether you are a small company or a large corporation, we will provide you with the tools that will give you the confidence in hiring the right person.

We recognize that without the correct employee background screening tools, your decision making is only as good as the information that is available to you. That's why we provide a wide range of services that provide a greater knowledge base which allows employers to make informed hiring decisions. With our screening solutions you will be able to properly evaluate your employees, whereby reducing your decision turnaround time with your hiring placements.

### **8.1.1 Q: How Do I Sign Up For Services?**

A: To get started, you will need to create an account. This is done by filling out our application which is downloaded from our website, simply clicking on the "Register" tab. Once you have completed the application, fax it back to us (our fax number is printed on the form). We will then contact you with instructions on the use of our system and we will provide you with a username and password which will allow you to log into our secure server to begin your employee background screening.

### **8.1.2 Q: What Are The Costs And Where Can A User Find Out The Cost?**

A: Please click on our "Price" tab located on the top page of our website.

### **8.1.3 Q: Do You Charge Monthly Maintenance Or Annual Fees And Are There Any Other Fees?**

A: We do not charge a monthly maintenance or annual fees. You pay only for services you order. However, in some cases there are fees associated with obtaining criminal records and driver license reports. Not all, but some states and counties charge an access fee. In general, these fees are about eighty cents, we will provide you with the fee schedule if requested. The fee schedule is also posted online.

### **8.1.4 Q: What Are Your Hours Of Operations?**

A: We are open 6 days a week from 8:30 AM to 9 PM EST. We also have an after-hours person 7 days a week. You can perform and access our online serves 24/7. We can be reached at (800) 380-0940.

### **8.1.5 Q: How Long Does It Take To Get Reports?**

A: Credit reports and employee driving records have about a 3 to 5 second delay. Other reports generally take a full day.

## **8.2 Credit Reports**

### **8.2.1 Q: How Do I Know If I Qualify To Receive And Review Employee Credit Reports?**

A: In order to receive and view a credit report under the new regulations you must have a company with a business license, have a business checking account and a secure business office that is furnished with a filing cabinet that can be locked, a paper shredder and a company phone. If you meet these requirements you will be set up as a business account. But before we can give you accesses to credit reports an onsite inspection is required by law. The onsite inspection will be performed by a third party to ensure the above conditions are met.

## **8.3 Employer And Employees Rights And Responsibilities Under The Fair Credit Reporting Act (FCRA)**

### **8.3.1 Q: How Does The Federal "Fair Credit Reporting Act" Apply To Employee Background Screening?**

A: When an employer uses a third-party vendor to conduct an employee background screening, the reports received, such as a criminal background check, driving record, etc., are considered a "consumer report" as defined by the Fair

Credit Reporting Act (FCRA). Under the FCRA, employers have specific responsibilities and applicants have specific rights. Briefly, these include:

- Employers must provide written notification that a background check will be performed.
- The applicants must give written permission for the record check to be performed.
- If disqualifying information is included in the report, before you take adverse action, you must give the individual a Pre-Adverse Action Disclosure that includes a copy of the individual's consumer report and a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act".
- After you've taken an adverse action, you must give the individual notice orally, in writing, or electronically that the action has been taken in an Adverse Action Notice. It must include:
  - A) The name, address, and phone number of the vendor that supplied the report;
  - B) A statement that the vendor that supplied the report did not make the decision to take the adverse action and cannot give specific reasons for it; and
  - C) A notice of the individual's right to dispute the accuracy or completeness of any information the agency furnished, and his or her right to an additional free consumer report from the agency upon request within 60 days.