

Employee Background Check Request

A separate form is required for each applicant

1. Complete the following:

Applicant Name:

Contact Name:

Company Name:

Contact Phone #:

Contact Fax #:

Public Fax, please call before faxing

2. Select A Basic Search Package:

Basic Background Check:

- Social Security Number Scan
- County Criminal Record Check (7 years)
 - Counties of residence, school, & work (recommended)
 - Counties of residence only
- Employment Verification* (7 years)

Basic + Education Background Check:

- Social Security Number Scan
- County Criminal Record Check (7 years)
 - Counties of residence, school, & work (recommended)
 - Counties of residence only
- Employment Verification* (7 years)
- Education Verification (post high school)

Custom:

- Social Security Number Scan
- County Criminal Record Check (7 years)
 - Counties of residence, school, & work (recommended)
 - Counties of residence only
- Employment Verification* (7 years)
- Education Verification (post high school)

* Current employers are not contacted unless specifically authorized. Note: If an employer's current phone # or address is not provided, an attempt is made to locate the employer and an additional fee charged.

3. Select Other Searches As Needed:

- County Civil Record Check (7 years)
- Credit Check
- Federal Criminal Record Check for districts of residence, school, and work (7 years)
- Global Homeland Security Search
- License Verification - State/Federal (not MVR)
Specify license type, #, and agency

- Medicaid Sanctions
- Motor Vehicle Reports¹ (7 years)
- 'Nation-Wide' Criminal Database Check³
- National Wants and Warrants¹
- Sex Offender Registry (7 years)
- 'State-Wide' Criminal Records Check³
- Workers' Compensation History² (7 years)
- Other: _____

1. Not available separately. Must be part of a background check.
2. Available only after a conditional job offer.
3. Criminal record databases are notoriously incomplete. However, they are useful as a supplement to County Criminal Record Checks. "Hits" are verified by a County Criminal Record Check (additional fees).

4. Attach:

- Employment and Education History (usually a resume and/or a job application)
- Release signed by applicant

5. Read and Sign:

I certify that this request is made in accordance with FCRA (Fair Credit Reporting Act), Americans with Disabilities Act, and all other applicable local, state & federal laws and regulations (including written disclosure to the consumer that a background check will be conducted, written authorization from the consumer to conduct the background check, receipt by the consumer of a copy of the report as required by law, and notification to the consumer including the name, address, and phone of the consumer reporting agency conducting the background check and a summary of the consumer's rights). I certify that 1) all required steps have been taken, and 2) all required steps will be taken. I also certify that the information requested will be used only for employment purposes & only for the employer's own use. It is understood that the reports are obtained from fallible sources and that A Matter of Fact and its suppliers cannot guarantee accuracy.

Contact Signature:

Date:

6. Fax to: 530-346-6620

For questions call 530-346-6626

Thank You for using *A Matter of Fact!*

Total pages in Fax, including cover _____

Comments: