



## Professional Investigative Background Screening

Delivery/Courier • Technology • Janitorial • Hospitality • Manufacturing • Construction • Health Care  
Finance • Transportation • Management • International • Home Care Provider • PEO/Staffing • Executive

### Pre-Employment Background Checks

- Criminal Court Records
- Drug Testing
- MVR's (Motor Vehicle Records)
- Academic Verification
- Employment Verification
- TransUnion™ Credit Report
- I-9 Document Management
- Skills Assessments
- Paperless Compliance Forms

### HireTrak® ATS Onboarding

- Free 30-day trial
- Digital Employment App
- Push to Job-Board Postings
- Resume Collection & Filtering
- Integrated Background Check
- EEO/OFCCP Metrics Reports
- Branded Career Page
- Customized Email Templates
- Multiple HR & Manager Logins

### Business Screening Solutions

- Tennant Screening
- DOT Random Drug Testing
- Patriot Act Compliance
- Business Credit Reporting
- Key Person/Partner Screening
- Franchisee Screening
- Employee Plan Locator
- FINRA Screening Requirements
- Federal Contractor Compliance

### ***All employment background checks are NOT the same!***

Employment Background Checks are a vital component for the proper due diligence required for Human Resources professionals in the 21<sup>st</sup> Century. Through our extensive network with secure and compliant data sources and our 16+ years of experience, HireSafe delivers the accurate information that you need right away. All of our research and production work stays in the USA to insure extreme confidentiality; none of our work product is exported to foreign countries. Here's how HireSafe demonstrates our leadership in the Employment Background Screening industry as your trusted HR business partner:

- Full procedural compliance with the *Fair Credit Reporting Act* and all comparable state laws
- HireSafe is a licensed CA Investigative Agency providing increased security with compliance knowledge
- Live USA phone support for questions and training
- HireSafe has been a trusted partner and consultant to the Human Resources industry since 1997
- Digital Adverse Action Program included and all disclosure/consent documents are provided
- HireSafe does not **off-shore** critical personal data to foreign countries
- Professional Liability Insurance (Errors & Omissions) maintained solely for the protection of our clients
- Competitively priced packages based on the position to be filled for a consistent, simple hiring program
- Integrated ATS with: Taleo, ADP/Virtual Edge, iCIMS, HR Smart, myHRdesk, PeopleSoft and many more

## HireSafe®

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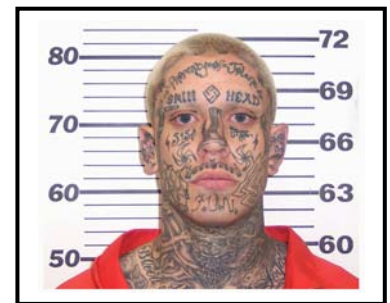
## Accurate Investigative Criminal Background Screening

The proper due-diligence for employment suitability evaluation begins with an accurately developed identification of the candidate. To accomplish this, HireSafe utilizes first the **Social Security Trace Report** to validate the accuracy of the Social Security Number. From this report other names associated with the number are revealed, as well as the applicant's address history. According to the FBI, 13 percent of criminals are arrested using an alias name.

Another key component to an accurate identification of the candidate is a verified date-of-birth taken from the state **Motor Vehicle Records (MVR)**. County criminal court records utilize the subjects' date-of-birth as a secondary identifier, which will isolate common-name records effectively. The secondary role of the MVR is to determine behavior while driving which is an indicator of character and respect for common laws. Often arrest warrants are indicated in driving records prior to being posted by the county court system.

With the identification complete, only then are criminal record searches recommended. There are four different formats for locating criminal records within the judicial system, each with their own strengths and shortcomings:

- County Court Criminal Record Searches
- National Criminal Database Record Searches
- Federal District Criminal Record Searches
- Sex Offender Registry Searches



The **County Court Criminal Record Search** is the most accurate method to locate a criminal record. It is within the local county courthouse that all criminal records began their life and where they ultimately will reside. These court records are recognized by the *Fair Credit Reporting Act (FCRA)* as the most recent and accurate information available about a particular case. The documented minimum seven-year address history of an applicant becomes the determiner of which county court's need to be searched, of which there are over 3,600 across the USA.

The **National Criminal Database** is a compilation of over 345 million stored criminal records from participating jurisdictions nationwide. These records are obtained from court files, incarceration records, state repositories and other stored proprietary sources, but they do not represent a complete criminal record search as all jurisdictions in the USA do not submit data. Because of this the database criminal record search is not suitable under the FCRA for primary adverse hiring decisions. For compliance, HireSafe will automatically verify all name and date-of-birth results with a county court record check before the report is completed, and additional search fees will apply.

The **Federal District Criminal Record** are very beneficial in management level positions. The state and federal criminal justice systems do not routinely communicate or share data. Common federal crimes are those that involve embezzlement, fraud and many crimes that cross state borders.

The **Sex Offender Registry** search is vital resource to identify a violent offender history. To legally utilize these records their corresponding county court criminal records are requested for compliant reporting.

Appropriate utilization of these records from licensed professionals is a recognized "best practice" for employment background screening. Only when conducted under the strict guidelines of federal and state laws will an employer have uncontrovertibly demonstrated their legal due-diligence obligation in the hiring process.

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Please note that our core pricing does not include court imposed fees for accessing county records, state MVR fees or potential surcharges imposed by employers or educational institutions for accessing their records. HireSafe takes no additional mark-up on these third-party fees. Report completion times can be impacted by court closures, staff RIF or other circumstances beyond our control. Every reasonable effort will be made to complete reports in the fastest way possible without sacrificing integrity or accuracy. All reports are USA-based unless otherwise specifically indicated.

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- Drug Testing
- Form I-9 Document Management
- Employment Background Screening
- Integrated Applicant Tracking System
- Licensed CA Private Investigative Agency #25313

## ECHELON SUITE

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### Management National Profile: \$149 core price\*

#### PACKAGE OVERVIEW:

Employers need to obtain a thorough understanding of a prospective employee's history, particularly if that person will have access to company systems and applications or financial and personal information. Knowing as much as possible about your managers before they know your organization and customers is crucial. The individuals that you hire must interact successfully with both coworkers and clients, and many positions are often unsupervised, leaving the door open for potential liabilities. The HireSafe Management profile is one of the best risk-management defenses against lost revenue and workplace fraud.

#### PACKAGE COMPONENTS

- County Criminal Court Record Search (3x county searches)\*
- County Civil Court Record Search (3x county searches)\*
- Federal District Criminal Court Record Search (3x district searches)
- Federal District Civil Court Record Search (3x district searches)
- National Criminal Database Record Search *including all developed Alias Names*
- National Sex Offender Registry Search *including all developed Alias Names*
- Motor Vehicle Records (MVR)\*
- TransUnion™ Employment Credit Report
- Personal Reference Verification (2x reports)
- Employment Verification (1x employer report)\*
- Global Homeland Security Search
- SSN Validation, Address History & Alias Names Listed
- International & Domestic Terrorist Watch List
- US Treasury Office of Foreign Asset Control (OFAC Report)
- Prohibited & Denied Persons Search
- FBI Crimes Against Children Search
- FBI White Collar Criminal Enterprise Search
- Alcohol, Tobacco & Firearms (ATF) Most Wanted
- America's Most Wanted Criminals

#### AVERAGE COMPLETION TIME

- 2-3 business days

### Administrator National Profile: \$249 core price\*

#### PACKAGE OVERVIEW

The HireSafe Administrator National Profile has been created to insure that only the most qualified people with the highest integrity become upper-management candidates. In this report we include up to four County and Federal Civil Court searches from the previous seven years, TransUnion™ Credit Report, one Academic Verification and two previous Employment Verifications. Entering into a business relationship with key executives has few, if any, plausible exit strategies. This selection should only be made after an exhaustive due diligence report such as the Administrator National Profile has been produced. In this extensive report we combine all of the components to satisfy Sarbanes Oxley requirements and include up to one Professional Reference Interview, Asset Search, State UCC filings and Corporate Affiliations.

#### PACKAGE OVERVIEW

- All components of the Management National Profile

#### INCLUDED ADDITIONAL COMPONENTS:

- County Criminal Court Record Search (4x county searches)\*
- County Civil Court Record Search (4x county searches)\*
- Federal District Criminal Court Record Search (4x district searches)
- Federal District Civil Court Record Search (4x district searches)
- Academic Verification (1x institution report)\*
- Office of Inspector General (OIG) Sanctions Report (FACIS Level III)
- Personal Reference Verification (2x reports)\*
- Previous Employment Verification (2x reports)\*

#### AVERAGE COMPLETION TIME

- 3-5 business days

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- Drug Testing
- Form I-9 Document Management
- Employment Background Screening
- Integrated Applicant Tracking System
- Licensed CA Private Investigative Agency #25313

## ECHELON SUITE

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### Executive National Profile: \$349 core price\*

#### PACKAGE OVERVIEW

Just as potential executives merit special treatment when it comes to compensation, they require unique handling when it comes to background screening. The HireSafe Executive National Profile provides an in-depth background report to help you assess a candidate's true character and integrity.

This vetting service is designed to protect your organization from serious risk and exposure caused by the damaging actions of would-be executives. The Executive National Profile is a high-level investigative process, requiring an experienced level of analysis and a comprehensive review of past history. The HireSafe program supports corporate recruiters, executive search firms, general counsel and chief security officers in screening backgrounds of prospective high-caliber job candidates in executive level and Board of Director positions.

#### PACKAGE COMPONENTS

- County Criminal Court Record Search (up to 5x county searches from previous seven years included)\*
- County Civil Court Record Search (up to 5x county searches from previous seven years included)\*
- Federal District Criminal Court Record Search (up to 5x district searches from previous seven years included)
- Federal District Civil Court Record Search (up to 5x district searches from previous seven years included)
- National Criminal Database Record Search *including all developed Alias Names*
- National Sex Offender Registry search *including all developed Alias Names*
- TransUnion™ Employment Credit Report
- Motor Vehicle Report (MVR)\*
- Asset/Real Property Ownership
- UCC State Filings
- Office of Inspector General (OIG) Sanctions Report
- Personal Reference Verification (3x reports)\*
- Employment Verification (3x reports)\*
- Bankruptcy, Judgments and Tax Liens Report
- Professional Licensure Verification (1x verification)
- Corporate Affiliations
- Possible Employment History
- Concealed Weapons Permit
- SEC/FINRA Administrative Actions Report
- Denied Persons List
- US Treasury Office of Foreign Asset Control (OFAC Report)
- National Credit Union Administration (NCUA)
- Office Thrift Supervision (OTS) Enforcement Actions List
- Professional Reference Interview (1x report)
- Academic Verification (1x institution report)\*
- Social Security Number Validation
- Address History & Alias Names Listed
- International & Domestic Terrorist Watch List
- Prohibited Parties Search
- FBI Crimes Against Children Search
- FBI White Collar Criminal Search
- FBI Criminal Enterprise Search
- Alcohol Tobacco Firearms (ATF) Most Wanted
- America's Most Wanted Criminals

#### AVERAGE COMPLETION TIME

- 5-7 business days

#### Optional searches:

- International Criminal Records Search
- International Civil Records Search
- International Academic Verification
- International Employment Verification
- Income Verification (IRS 3-year report)
- 9-Panel Urinalysis Drug Testing w/Expanded Opiates

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<b>Echelon Suite</b>	<b>Management National Profile</b>	<b>Administrator National Profile</b>	<b>Executive National Profile</b>
	<b>\$149</b>	<b>\$249</b>	<b>\$349</b>
SSN Validation	✓	✓	✓
Address History & Alias Names Listed	✓	✓	✓
National Sex Offender Registry Search	✓	✓	✓
County Criminal Court Search*	✓ 3x court searches	✓ 4x court searches	✓ 5x court searches
County Civil Court Search*	✓ 3x court searches	✓ 4x court searches	✓ 5x court searches
Federal District Criminal Court Search	✓ 3x district searches	✓ 4x district searches	✓ 5x district searches
Federal District Civil Court Search	✓ 3x district searches	✓ 4x district searches	✓ 5x district searches
National Criminal Database w/Aliases	✓	✓	✓
Previous Employment Verification*	✓ 1x report	✓ 2x reports	✓ 3x reports
Personal Reference Verification	✓ 2x reports	✓ 2x reports	✓ 4x reports
TransUnion™ Employment Credit Report	✓	✓	✓
Motor Vehicle Records (MVR)*	✓	✓	✓
Prohibited & Denied Parties List	✓	✓	✓
Global Homeland Security Search	✓	✓	✓
FBI/ATF/America's Most Wanted	✓	✓	✓
FBI Crimes Against Children	✓	✓	✓
FBI Cyber Crime Records	✓	✓	✓
FBI Domestic & International Terrorist List	✓	✓	✓
Office of Foreign Asset Control (OFAC)	✓	✓	✓
OIG Medicare/Medicaid Sanctions Level III	Additional fee	✓	✓
Professional Licensure Verification	Additional fee	✓	✓
Academic Verification*	Additional fee	✓ 1x report	✓ 2x reports
SEC/FINRA Administrative Actions	Additional fee	Additional fee	✓
UCC Filings & Corporate Affiliations	Additional fee	Additional fee	✓
Professional Reference Interview	Additional fee	Additional fee	✓
Income Verification (IRS 3-year report)	Additional fee	Additional fee	Additional fee
Substance Abuse Testing	Additional fee	Additional fee	Additional fee
International Criminal Records Search	Additional fee	Additional fee	Additional fee

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For more information about these and other HireSafe Background Screening Solutions, call: 888-792-4473 or visit: [www.HireSafe.com](http://www.HireSafe.com)