



## 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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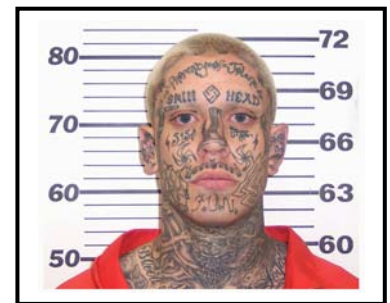
## Accurate Investigative Criminal Background Screening

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

## ENVISION SUITE

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### **Basic Profile: \$19 core price\***

Our lowest-priced package represents the minimum level of due-diligence. Optional search can be added to customize this package for your specific needs.

- SSN Validation
- Address History
- Alias Names Listed
- County Court Criminal Record Search (1x county search included)\*
- Digital Adverse Action notification

### **Basic National Profile II: \$39 core price\***

- SSN Validation
- Address History
- Alias Names Listed
- National Criminal Database Record Search
- County Criminal Court Record Search (2x county searches included)\*
- National Sex Offender Registry Search
- Digital Adverse Action notification

NOTE: When a record is found from the National Criminal Database Search, that hit must first be confirmed at the local county court prior to being completed and reported. Additional fees may apply for this search if it is not already included.

### **Essential National Profile II: \$79 core price\***

- All the components within the Basic National Profile II
- Motor Vehicle Records (MVR)\*
- National Criminal Database Record Search (including all developed Alias Names)
- County Criminal Court Record Search (3x county searches included)\*
- Federal District Criminal Court Record Search (3x district searches included)
- National Sex Offender Registry Search (including all developed Alias Names)
- International & Domestic Terrorist Watch List
- US Treasury Office of Foreign Asset Control (OFAC Report)
- Global Sanctions & Enforcement/Denied Persons & Parties/OFAC Report
- FBI White Collar, Criminal Enterprise & Crimes Against Children Search
- Alcohol Tobacco Firearms (ATF) Most Wanted & America's Most Wanted Criminals

NOTE: When a record is found from the National Criminal Database Search, that hit must first be confirmed at the local county court prior to being completed and reported. Additional fees may apply for this search if it is not already included.

### **Available optional searches:**

- County Criminal Court Record Search: \$16 per name\*
- Federal Criminal Court Record Search: \$8 per name
- Statewide Criminal Record Search: \$24 per name\*
- SSN Identity Verification (CBSV): \$12 each
- National Sex Offender Search: \$6 per name
- National Criminal Database Search: \$16 per name
- 5-Panel Urinalysis Drug Test: \$52 | 9-Panel Urinalysis Drug Test: \$62
- TransUnion Employment Credit Report: \$19
- Bankruptcy, Liens & Judgments Report: \$19
- Healthcare Sanctions OIG Premium Report-Federal & State: \$14 per name
- Employment Verification: \$14 each\*
- Academic Verification: \$14 each\*
- Personal Reference Verification: \$24 each
- Income Verification (IRS 3-year report): \$35
- Global Sanctions & Enforcement/Denied Persons & Parties/OFAC Report: \$12 per name

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<b>Envision Suite Matrix</b>	<b>Basic Profile II</b>	<b>Basic National Profile II</b>	<b>Essential National Profile II</b>
	<b>\$19</b> package core price	<b>\$39</b> package core price	<b>\$79</b> package core price
SSN Validation	✓ Included	✓ Included	✓ Included
Address History	✓ Included	✓ Included	✓ Included
Alias Names Listed	✓ Included	✓ Included	✓ Included
County Criminal Court Search* (Felony & Misd)	✓ 1x Court Search	✓ 2x Court Searches	✓ 3x Court Searches
National Sex Offender Registry Search	Additional fee	✓ Included	✓ w/all Alias Names
National Criminal Database Record Search	Additional fee	✓ Included	✓ w/all Alias Names
Federal District Criminal Court (Felony & Misd)	Additional fee	Additional fee	✓ 3x Court Searches
Motor Vehicle Records (MVR)*	Additional fee	Additional fee	✓ Included
Prohibited/Denied Parties List			✓ w/all Alias Names
FBI Domestic & International Terrorist List			✓ w/all Alias Names
FBI/ATF Most Wanted			✓ w/all Alias Names
Office of Foreign Asset Control (OFAC)			✓ w/all Alias Names
Global Homeland Security Search			✓ w/all Alias Names
FBI Cyber & White-Collar Crimes			✓ w/all Alias Names
FBI Crimes Against Children			✓ w/all Alias Names
Electronic Pre-Adverse Action Letter	✓ Included	✓ Included	✓ Included
Electronic Final Adverse Action Letter	✓ Included	✓ Included	✓ Included

Optional Searches Available for all Profile Packages:

International Records  
 Substance Abuse Testing  
 Statewide Criminal Record Search\*  
 SSN Identity Verification (CBSV)  
 Bankruptcy, Liens & Judgments Report  
 TransUnion™ Employment Credit Report

Employment Verification\*  
 Academic Verification\*  
 Personal Reference Report  
 Health Care Sanctions / OIG Report  
 Income Verification (IRS 3-year report)  
 I-9 Employment Eligibility & Compliance

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