



## 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

### Multiple ATS Onboarding Options

- Applicant Video Interview
- Online Employment Application
- 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

### Position-Centric Screening Solutions

- Entry-Level Screening
- DOT Random Drug Testing
- Global Homeland Security
- Management & Executive Level
- Volunteer Background Checks
- Franchisee Screening
- International Screening Records
- FINRA/SEC 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 twenty-five 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:

- Hyper focus on full procedural compliance with the *Fair Credit Reporting Act* and all comparable state laws
- Streamlined online report ordering with just the applicants' full legal name and email address
- Live USA-based client phone support for questions and training with 25 years of screening experience
- HireSafe has been a trusted partner and consultant to the Human Resources industry since 1997
- Online Adverse Action Program included with all disclosure/consent documents 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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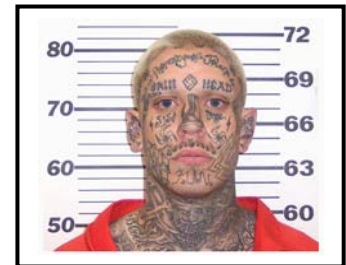
## Compliant Investigative Criminal Background Screening

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 from which we base the court searches upon. According to FBI statistics, 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 and name 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, 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 reporting system:

- County Court Criminal Record Searches
- Multi-State 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 cases began their life and where they are stored. Only these records are recognized by the *Fair Credit Reporting Act (FCRA)* as the most recent and accurate information available about a particular case. The documented seven-year address history of an applicant becomes the determiner of which of the 6,600 county court's need to be searched for records.

The **Multi-State Criminal Database** is a compilation of over 450 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. 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** is 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.

**Compliance** for employment background checks is not optional. HireSafe provides electronic distribution of federal, state and/or local disclosure forms, personal information gathering and signed consent. Our platform also provides both Pre-Adverse Action and Final Adverse Action notification letters with just a mouse-click.

Appropriate utilization of these records from experienced professionals is a recognized "best practice" for employment background screening. Only when conducted under the strict guidelines of federal and state compliance 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
- Established in 1997

## FMCSA Transportation Background Screening Program

The HireSafe approach to FMCSA compliant background checks for drivers is designed to minimize unnecessary expense while offering full protection to the employer. This broad scope of services will provide the opportunity to select which level of screening is best for your needs, from basic FMCSA requirements to a comprehensive and complete new-driver background search.

### The HireSafe Transportation Program available components:

#### 1 Social Security Number Validation with Alias Names Listed

This search will confirm that the applicant's Social Security number is a valid match to the subject name.

#### 2 National Sex Offender Registry Search

#### 3 Federal District Criminal Court Search

#### 4 DOT Substance Testing & Random Consortium Program

#### 5 USA Patriot Act Records Search

This federal watch-list screening of high-risk persons is provided for compliance with HazMat requirements and identifies people with known links to terrorism through the vast array of federal databases.

#### 6 State MVR's and Commercial Driver's License Information System (CDLIS)

The applicant's domicile state driving record will be pulled, revealing any moving violations. All states are available. The CDLIS search will satisfy the FMCSA requirement to obtain a 3-year history on regulated prior commercial driver's licenses.

#### 7 Multi-State Criminal Database Report

The HireSafe pre-screen Multi-State Criminal Database Search which includes all developed Alias names is researched through a broad proprietary database containing more than 300 million criminal records. This information is compiled from a variety of sources: state and county criminal record repositories; prison, parole and release files and state agencies. For compliance with federal laws, all criminal database records found with a name and DOB match must be first verified by an onsite county court record search before Adverse Hiring Action is taken. The local court verification is \$16 per county plus any imposed fees. NOTE: Not all counties in the USA contribute information to this database report.

#### 8 County Superior Court Criminal Record Search

A "best practice" would be to conduct county-level court record searches in at least three counties of residence from the applicants' previous seven year address history. Additional county court record searches have a core price of \$16 each plus any imposed fees.

#### 9 Driver Safety Reports & Crash History Reports (FMCSA PSP)

The DOT Federal Motor Carrier Safety Administration's pre-employment screening program (PSP) helps motor carriers make more informed hiring decisions by providing electronic access to a driver's crash and inspection history from the FMCSA Motor Carrier Management Information System (MCMIS), as well as records of any failed drug or alcohol testing.

#### 10 DOT Physical Exam



*Please note: the setup procedure for DOT drug testing requires about 5-7 business days to complete.*



<b>Transportation Suite</b>	<b>DOT Basic Requirements</b>	<b>DOT Basic &amp; Criminal Profile</b>	<b>DOT Complete New Driver Profile</b>
Tiered Pricing Based Upon Active Drivers Level A= <50    Level B= >51	A: \$65 ea B: \$56 ea	A: \$99 ea B: \$86 ea	A: \$170 ea B: \$156 ea
Paperless Applicant Email Data-Entry Format	✓	✓	✓
SSN Validation	✓	✓	✓
Alias Names Listed	✓	✓	✓
Motor Vehicle Records (MVR)*	✓	✓	✓
Commercial Drivers License Verification	✓	✓	✓
PSP Crash & Inspection History	✓	✓	✓
Previous Employment Letters*	\$24 each	\$24 each	\$24 each
Multi-State Criminal Database Search		✓	✓
Domicile County Criminal Court Search*		✓	✓
FBI/ATF Most Wanted		✓	✓
USA Patriot Act Records Search (HazMat)		✓	✓
National Sex Offender Search		✓	✓
DOT Baseline Urinealyasis Drug Test	Level A or Level B rate	Level A or Level B rate	✓
Federal District Criminal Record Search	\$12 per name/district	\$12 per name/district	\$12 per name/district
Addl. County Criminal Court Record Search*	\$16 per name/county	\$16 per name/county	\$16 per name/county
DOT Physical/Medical Examination	\$149 each (out-of-network fees may apply)		
New client credentialing (non-refundable)	\$44 one-time fee		
DOT Urinalysis Random Drug Test	Level A: \$80 each	Level B: \$70 each	
DOT Alcohol Random Test	Level A: \$92 each	Level B: \$80 each	
DOT Annual Random Consortium Membership	Level A: \$200	Level B: \$350	

\*Please note that our core pricing does not include imposed fees for accessing county records, state MVR fees or previous employers. Report completion times can be impacted by court closures 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 domestic USA based. Out-of-network substance abuse testing could encounter additional fees.

**For more information about these and other HireSafe Employment Background Screening services call: (888)252-5561 or visit: [www.HireSafe.com](http://www.HireSafe.com)**