

**(1) HEADER**

**File Number** = Specific to each background check report

**Report To** = Company requesting the background check

**Report Date** = When report was completed

**Order Date** = When background was requested

**Reference** = Field can be set as optional or required and can be utilized to reference different departments/divisions or any custom data needed by the client. Clients can also request a customized drop-down be created for this field if preferred. Field can also be used for billing purposes (e.g. invoices can be setup to be “sub-totaled by reference field”).

**Type** = Package Name

**(2) Applicant Information**

**Description:** Applicant information provided by the applicant and/or client at the time background check order is ordered

**(3) California Disclaimer**

**Description:** Required language per CA Law

**(4) Identity Development / Social Security Trace**

**Service Description:** Search of credit bureau files to provide history of the applicant’s names and addresses as they originate from credit headers. This also validates the number’s authenticity, as well as year and place of issuance. It is used as a criterion in checking criminal history. Search may provide last known addresses and aliases, possible date of birth, year and state of Social Security number issuance, covering a seven-year period. Young applicants and individuals new to country, who might not have developed a credit history yet, might not have a SSN history. Typographical and /or transposition of numbers at the time a Social Security Number is used by a creditor to initiate a credit inquiry can create errors in the data. Interpretation of data is critical; although the search can uncover evidence of identity theft, fraud must not be assumed without further investigation such as validation directly through the Social Security Administration.

**Note:** Possible responses you may see on this search when results are out of the ordinary:



**Additional Name(s) Found:** This report contains information on additional subjects not related to your applicant, it could be a typographical error through the credit header repository, or use of the social security number by another person. Due to confidential reasons, we are not able to reveal the additional subjects information. The applicant should obtain proof of social security number ownership through the Social Security Administration.

**No History Found:** No name or address history found of your applicant. This could be due to the fact that the applicant has not yet established a credit history from which the Social Security Trace information is obtained. Please consider the applicant’s age or immigration status when viewing this information. If this report contains information not related to your applicant, it could be a typographical error through the credit header repository, or use of the social security number by another person. The applicant should obtain proof of social security number ownership through the Social Security Administration.



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### (4) Identity Development / Social Security Trace (continued)



**Information returned on ONLY person/s other than applicant:** The Social Security number provided has been searched and revealed information pertaining to another individual. Please confirm the Social Security number provided by your applicant. No name or address history found of your applicant. This could be due to the fact that the applicant has not yet established a credit history from which the Social Security Trace information is obtained. Please consider the applicant's age or immigration status when viewing this information. If this report contains information not related to your applicant, it could be a typographical error through the credit header repository, the Social Security number may belong to another individual, or use of the social security number by another person. The applicant should obtain proof of social security number ownership through the Social Security Administration.

### (5) Credit

**Service Description:** A search of the credit bureau files to provide a profile of the applicant's financial history. Search can show additional addresses and names and consumer credit activity covering a seven year period detailing overdue or slow accounts, charge offs, collections, suits, tax liens, public records, judgments and bankruptcies. This is heavily restricted search requiring authorization. The State of California has special requirements for credit reports. Young applicants and individuals new to the country, might not have developed a credit history yet. Typographical and /or transposition of numbers at the time a Social Security Number is used by a creditor to initiate a credit inquiry can create errors in the data. Applicants must be given information on how to contact the credit repository to request changes if errors are found in the report. Material is available through the AccuSource online system for learning how to read credit reports.

**Note:** See "Appendix A" - "Employment Credit Report sample" as a guide for reading an employment credit report.

### (6) Investigative / County Criminal Records Search

**Service Description:** A search for criminal convictions at the appropriate county courts, covering a seven-year period for California and longer for all other states. Reveals felony and related misdemeanor convictions. Records can include: case numbers, offense and disposition dates, charge, type of charge, disposition, and sentence. Courts are searched directly at the source via in person, court Internet websites or direct connection into the courts index. Common names can cause delay in verifying criminal activity, files have to be pulled so identifiers, such as date of birth, middle name and driver's license number, can be checked. Typographical, data entry and/or court filing errors can cause accuracy issues. Also, running a partial or "nickname" (i.e. running Bob instead of Robert) can create accuracy issues. It is recommended that all names, including alias and maiden names be run at all jurisdictions for a seven year period. This will maximize the search results and accuracy.

**Note:** Results can include a response of "No Reportable Records Found" or "Records Found".



If "Records Found" is listed as the result, information relating to the specific case will appear in detail.



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### (7) Investigative / State Criminal Records Search

**Service Description:** A search for criminal convictions through the appropriate state repository, covering a seven-year period for California and longer for other states. Courts are searched directly at the source via in person, court Internet websites or direct connection into the courts index. **Not all state repositories are available to the public.** Not all counties update their information in the state repository, creating outdated or missing information. Typographical, data entry and/or court filing errors can cause accuracy issues. Also, running a partial or “nickname” (i.e. running Bob instead of Robert) can create accuracy issues. It is recommended that all names, including alias and maiden names be run at all jurisdictions for a seven year period. This will maximize the search results and accuracy.

**Note:** Results can include a response of “No Reportable Records Found”, “Records Found”, or “Not Performed”.



If “Records Found” is listed as the result, information relating to the specific case will appear in detail or will be listed in an attachment on the results page of the applicant’s background check in the online system.

If “Not Performed” is listed as the result, you would be provided more detail such as: “The states repository is not available. The state in question requires a permissible purpose for accessing records”.

### (8) Investigative / Federal Criminal Records Search

**Service Description:** A search for criminal convictions at the appropriate federal district court, covering a seven-year period for California and longer for other districts. The districts are searched directly through the federal court records. Common names can cause delay in verifying criminal activity, files have to be pulled so identifiers, such as date of birth, middle name and driver’s license number, can be checked. In many cases, identifiers are not maintained in the Federal District court records. Typographical, data entry and/or court filing errors can cause accuracy issues. Also, running a partial or “nickname” (i.e. running Bob instead of Robert) can create accuracy issues. It is recommended that all names, including alias and maiden names be run at all jurisdictions for a seven year period. This will maximize the search results and accuracy.

**Note:** Results can include a response of “No Reportable Records Found” or “Records Found”.



If “Records Found” is listed as the result, information relating to the specific case will appear in detail.



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### (9) Investigative / Multi-State-Nationwide Criminal Database Search

**Service Description:** a data file of over 500 million Offender records, including felony conviction information, state department of corrections records, and misdemeanor information. Most states records are updated on a monthly basis. This search is done through multi-state databases maintained by many different sources. Information will vary. It is important to note that multi-state criminal searches do not include all criminal records nationally and the information is not always updated regularly. It is recommended that if a multi-state criminal search is run, it should be done in conjunction with county criminal searches. Typographical, data entry and/or court filing errors can cause accuracy issues. Also, running a partial or “nickname” (i.e. running Bob instead of Robert) can create accuracy issues. If “hits” are found on the Multi-State National Criminal Database, the law requires information to be verified directly through the court of records. Additional cost can apply.

**Note:** Results can include a response of “No Reportable Records Found” or “Records Found”



If “Records Found” is listed as the result, information relating to the specific case will appear in detail within the specific jurisdiction/county section of the report

### (10) Investigative / Nationwide Sex Offender Search

**Service Description:** Search of sexual offender databases or registries. The registries are provided by government entities and are searched by name and are available nationally, statewide or local levels. Information provided varies by state, it can include: type of offenses, known aliases, date of birth, addresses, and whether or not registrants are in violation of registration requirements. Not all states have a registry and not all sex offender’s register. States are searched based on address information found on the application, in the Social Security trace, and in the credit report. If the applicant is a registered sex offender in a state not provided on the application or found in a SSN trace the information will not be found.

**Note:** Results can include a response of “No Reportable Records Found” or “Records Found”.



If “Records Found” is listed as the result, information relating to the specific record will appear in detail or will be included as an attachment on the results page of the applicant’s background check in the online system.



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### (11) Verification / Employment Verification

**Service Description:** Verifies a person's past and/or present work experience by contacting employers/supervisors directly or through automated verification systems. The processor generally makes 3 attempts to obtain the verification. Depending on client preferences, if employer is non-responsive or processor is unable to obtain accurate contact information, processor will reach out to applicant or client to get additional information or instructions from client on how to proceed with the verification. Employment Verifications provide information which can include: dates of employment, position, salary, reason for leaving, eligibility for rehire, disciplinary action taken, dependability, and general work duties. Verifying employment can let employers know if applicant is being honest about length of employment. This verification can be delayed if employers do not promptly return calls or if verifications are only done by mail. In some cases only limited information can be verified based on employer's policies.

**Note:** Results can include "No", "Yes", or "Not Performed"

If "No" is listed as the result, the employment verification did not receive a response from the employer in question. Several scenarios can result in a "No" response. Most common would be a non-responsive employer.

If "Yes" is listed as the result, the employment information verified will appear in detail.

If "Not Performed" is listed as the result, the employment verification was not performed. Several scenarios can result in a "Not Performed" response. Most common would be the employment listed is outside the scope of the investigation or the applicant did not provide authorization to verify the employment listed or the employment was not verified per client/applicant after the initial investigation.



A flag could be present in any of the above results. Flags would indicate discrepancies, derogatory remarks, or a non-responsive employer. Other scenarios could arise where a search may be flagged.



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### **(12) Verification / Education Verification**

**Service Description:** Verifies a person’s educational history by contacting the institutions of attendance or through online verification systems. Information can include: attendance, date of graduation, major studies, GPA and degree earned. Verifying education can help eliminate falsified or overstated credentials. This verification can be delayed if institutions do not promptly return calls or if verifications are only done by mail. The accuracy of the verification can be affected if the applicant went to school under a different name than stated on the application or if the applicant has recently graduated and the institution has not yet updated their records. The processor generally makes 3 attempts to obtain the verification. Depending on client preferences, if institution is non-responsive or processor is unable to obtain accurate contact information, processor will reach out to applicant or client to get additional information or instructions from client on how to proceed with the verification.

**Note:** Results can include “No”, “Yes”, or “Not Performed”

If “No” is listed as the result, the education verification did not receive a response from the institution in question. Several scenarios can result in a “No” response. Most common would be a non-responsive institution.

If “Yes” is listed as the result, the education information verified will appear in detail.

If “Not Performed” is listed as the result, the education verification was not performed. Several scenarios can result in a

“Not Performed” response. Most common would be the client did not request the information to be verified or the education was not verified per client/applicant after the initial investigation.



A flag could be present in any of the above results. Flags would indicate discrepancies, derogatory remarks, or a non-responsive institution. Other scenarios could arise where a search may be flagged.

### **(13) Disclaimer**

**Description:** The Fair Credit Reporting Act (FCRA) governs the activities of consumer reporting agencies, as well as the users of the information procured from these agencies. A consumer report contains information on a job applicant/volunteer/employee's character, reputation, and other personal data; therefore, use of such information is strictly regulated by the FCRA. Among other things, the FCRA prohibits employers from obtaining consumer reports unless the employer discloses to the applicant, in writing, that such a report may be acquired, and obtains the written authorization of the applicant/employee to inquire into this background information. The FCRA also requires employers to take additional steps when they make an employment/volunteer decision based in whole or part on the background information. These steps are intended to give the applicant the opportunity to dispute any information contained in the background or consumer report. Unless requested by a client or by government regulation AccuSource, Inc. will provide the criminal records for a minimum of seven years. AccuSource, Inc. urges all employers to review the restrictions and requirements of the FCRA. The Act's citation is Public Law 91-508, Title 15, U.S.C. Sections 1681, et seq, and the text of this Act is available on AccuSource, Inc.'s website. Please note, particularly, the Permissible Purposes of Reports, as well as requirements on Users of Consumer Reports and Obtaining Information Under False Pretenses.



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