

## INSTANT CRIMINAL DATABASE SERVICES

Database searches are used as a pointer leading to other possible crimes committed.

<b>NATIONAL CRIMINAL WITH SSN TRACE</b>	Performs a Social Security Number Trace to determine other available names and addresses. Useful to determine if applicant name or SSN is fraudulent. Using names found, instantly searches against National Criminal Database which is used to provide basic coverage for applicant background screening and possible records in their history.
<b>STATE CRIMINAL SEARCH</b>	Provides basic coverage for applicant background screening. Used to determine possible records within any state selected.
<b>STATE CRIMINAL WITH SSN TRACE</b>	Performs a Social Security Number Trace to determine other available names and addresses. Useful to determine if applicant name or SSN is fraudulent. Using names found, instantly searches against selected Single State Criminal Database.
<b>SEX OFFENDER REGISTRY</b>	Instantly searches the Sex Offender Registry of all 49 states*, including Washington, D.C. Data updated monthly. A Must Search for positions such involving elder care, nursing homes, day care, coaching, and camps.
<b>WATCH LIST</b>	Instantly searches 28 National and International List for name matches. List contains - Office of the Inspector General Health and Human Services Exclusions List. Office of Foreign Assets Control Specially Designated Nationals List. Interpol Fugitives List and FBI Most Wanted List and many more. List includes individuals involved in terrorist activities, money laundering, illegal imports, fraud against government agencies, violations of federal banking regulations and fugitives from justice.
<b>INTERNATIONAL BACKGROUND SCREENING</b>	International background searches should be used on anyone who has worked or lived outside of the U.S. The International search will report crimes and offenses comparable to felonies in the United States. When available, the International search will report less serious offenses as well. Turnaround times and availability of records vary greatly with International searches.

## TENANT SCREENING SERVICES

Used to enhance property/unit care by carefully screening tenants and thus attracting qualified tenants to your properties. By doing tenant screening you are also protecting the interests and well being of existing tenants by preventing "objectionable" applicants from acquiring tenancy, and reducing your risks of negligent tenancy.

<b>EVICTION STATEWIDE</b>	This search should be used when you want to find evictions which are not usually found on a credit report.
<b>CREDIT REPORT</b>	Credit reports include address and employment history, social security fraud and public records search, along with a financial summary. Public records can include bankruptcies, liens, judgments and collections. The credit report is reported with FICO score. This report cannot be used for employment.
<b>LANDLORD VERIFICATION (MANUAL SEARCH)</b>	Thoroughly investigating and verifying the prospective tenant's previous landlord references can show more information about your future landlord tenant relationship than anything else.

## CRIMINAL RECORD SERVICES

Searches criminal records on county level.

<b>COUNTY CRIMINAL COURT SEARCH</b>	A court search is performed to determine the latest, most up-to-date felony and misdemeanor records and dispositions available.
<b>FEDERAL DISTRICT CRIMINAL SEARCH</b>	A search of one of the 94 Federal Judicial District Courts is performed for crimes involving federal laws. Searches are based on the county ordered.
<b>FEDERAL CRIMINAL-NATIONAL INDEX</b>	A search of national index of U.S. District Courts for crimes involving federal laws.
<b>STATEWIDE GA CRIMINAL REAL-TIME SEARCH</b>	A criminal history search conducted through the Georgia Crime Information Center (GCIC) of over 2.6 million persons provides the most up-to-date information as available directly from the State. Results returned will contain felony and misdemeanor and may contain indications if the subject has records outside of GA.

## CIVIL RECORD SERVICES

Used as indicators into the applicant's character regarding dishonesty, irresponsibility and tendency for litigation.

<b>COUNTY CIVIL COURT SEARCH - UPPER COURT</b>	A civil court index search is performed to determine if any civil lawsuits, liens, and judgment (not divorces) are available.
<b>FEDERAL DISTRICT BANKRUPTCY SEARCH</b>	A search of one of the 94 Federal Judicial District Courts is performed for bankruptcy records.
<b>FEDERAL DISTRICT CIVIL SEARCH</b>	A search of one of the 94 Federal Judicial District Courts is performed for any civil records files at the Federal Level.

## VERIFICATION SERVICES

Verifications are extremely important since resume fraud is rampant. Used to verify the accuracy of a resume's stated past jobs, degrees, and credentials.

<b>VERIFICATION - EDUCATION</b>	Used to verify an applicant's educational background. Important when determining the accuracy of applicant's application and their academic qualifications
<b>VERIFICATION - EMPLOYMENT</b>	Used to verify an applicant's prior or current employment. Important when determining the accuracy of applicant's application and their experience.
<b>VERIFICATION - PROFESSIONAL LICENSE</b>	Used to verify an applicant's professional license. Important when confirming the applicant's credentials.

## MOTOR VEHICLE SERVICES

Motor Vehicle Records offer a look into the character, safety and potential substance abuse problems of a potential employee.

<b>DRIVING RECORD (MVR)</b>	Useful in hiring employees with good safety records. Protects against negligent hiring by identifying those with poor driving records. Typically includes driving violations and suspensions and revocations.
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## CREDIT BUREAU SERVICES

<b>EMPLOYMENT CREDIT REPORT</b>	Provides employment credit history of applicant. Include previous address, social security fraud and public record search along with financial summary. Public records can include bankruptcies, liens, judgments and collections. Must be used for employment purpose only. Complies with FCRA.
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## HEALTH CARE SANCTION DATABASE SERVICES

The Healthcare Sanctions report searches (OIG) database for individuals and businesses excluded or sanctioned from participating in Medicare, Medicaid, or other federally funded health care programs. This search is invaluable for healthcare industry candidates.

<b>OIG LEIE</b>	Office of Inspector General's List of Excluded Individuals/Entities is a list of individuals and businesses which are excluded from participating in Federally-funded health care programs. This list is obtained from Health and Human Service Office of Inspector General.
<b>OIG PLUS</b>	In addition to OIG LEIE, the OIG Plus includes additional sanction lists from GSA EPLS, FDA Disqualified List, FDA Debarment List, DEA List 1 Chemical, DEA CSA and Retired Registrant List, Tricare Sanction List and PHS Administrative Actions Listing.
<b>OIG PLUS WITH ONE STATE</b>	In addition to the OIG Plus, a search is performed for disciplinary action listings available within the selected state.
<b>OIG PLUS WITH ALL 50 STATES</b>	In addition to the OIG Plus, a search is performed for disciplinary action and sanction listings available for all 50 states consisting of over 900 available regulatory and certification agencies.

## POST-EMPLOYMENT SERVICES

<b>WORKERS COMPENSATION HISTORY</b>	Protects against negligent hiring by identifying those who may be a hazard to themselves or to other employees. Can only be ordered after the applicant is hired. Must always be used in compliance with the American with Disabilities Act (ADA).
<b>I-9 SCREENING</b>	E-Verify is an Internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of their newly hired employees. E-Verify is free and voluntary and is the best means available for determining employment eligibility of new hires and the validity of their Social Security Numbers.

## DRUG & ALCOHOL SCREENING SERVICES

**Federal** testing, also known as mandatory, DOT, NIDA, and SAMHSA, is regulated by the Department of Transportation and defined in DOT 49CFR Part 40. **Non-Federal** (or non-mandatory) tests are generally administered to workers that are not required to meet DOT employment conditions [or mandates]. **Types Of Testing include** Pre-employment, Random, For-Cause, Periodic Announced, Post-Accident, Rehabilitation and Safety-Sensitive. Some tests are available with MRO which means that a Medical Review Officer, a medical doctor, will review positive screens. The MRO helps protect both the rights of the employee being tested and the employer requiring the testing.

<p><b>Urine with Certified Laboratory Testing</b></p>	<p>One of the most reliable and least expensive forms of drug testing. This procedure requires a urine sample from the donor, which is then sent to a lab for processing. Urinalysis panels are offered with the lab to protect the workplace from the negative effects of alcohol and other drug abuses. All positive results are automatically confirmed through Gas Chromatography/Mass Spectrometry. Turnaround time is 24 to 72 hours.</p>
<p><b>Hair Follicle Testing</b></p>	<p>While this is the most expensive detection method, hair follicle testing detects drug use within a 90-day window. Turnaround time is generally seven days.</p>
<p><b>5-Panel test</b></p>	<p>Marijuana, Cocaine, Opiates, Amphetamines, Phencyclidine</p>
<p><b>9-Panel test</b></p>	<p>Marijuana, Cocaine, Opiates, Amphetamines, Phencyclidine, Barbiturates, Benzodiazepines, Methadone, Propoxyphene</p>
<p><b>Breath Testing</b></p>	<p>Currently the standard for detecting alcohol levels in the donor system. This test requires the donor to blow into a breath alcohol machine that provides immediate results. DOT compliant tests are printed in a report that is legally admissible. A more informal and less expensive test is available with a verbal or written report.</p>
<p><b>Saliva Instant Testing</b></p>	<p>Completed using oral fluids from the donor. Used to detect Alcohol or drugs. Results are available within minutes.</p>