

# **Addendum A: Search Descriptions**

## **County Criminal Search**

Based on the candidate's address history, the County Criminal Search is considered the most accurate and comprehensive criminal background search. We utilize a team of researchers to access criminal records directly from the courthouses in the county(ies) you are requesting. We utilize public access terminals or "hand pulled" criminal searches to directly examine county criminal felony and/or misdemeanor court records, rather than using an aggregated criminal database. Multiple counties may be selected per applicant and the counties may be found by county name, city or zip code. It is recommended searching the county of residence and/or prior counties of residence, employment or education.

***Turnaround Time: Average 1-3 days.***

## **State Criminal Search**

Administrative Office of the Court (AOC) Report or Law Enforcement Repository. Accesses the statewide criminal repository, if available, in a given state. Statewide Criminal Searches provide access to public criminal records from the applicable state. Search results may include felony, misdemeanor, and/or traffic-case information. The type of data and number of years of information will vary state to state. It is important to know that not every county may report to the state level, leaving voids. This report should not be the sole source of criminal information.

***Turnaround Time: Repository: Varies by state, Average 1-3 days.***

## **Federal Criminal Search**

Reports the records of crimes committed against Federal criminal laws. This information is not included on a county or or statewide record, (i.e. bank robbery, interstate theft, kidnapping, etc.). This report is especially relevant for screening management and executive candidates for white-collar crimes.

***Turnaround Time: Average 1-3 days.***

## **Civil Records Search**

These relate to non-criminal lawsuits by or against a person or a company. County Civil courts are searching Upper courts and are based on the dollar amount of the action. The dollar amounts will vary by state and/or county. Civil search of court records for, but not limited to: Wrongful terminations, litigated workers' compensation suits, personal injury suits, product-liability suits, sexual harassment, fraud, embezzlement, judgments for nonpayment of goods, and litigation related to divorce, marriage, and child custody and other civil actions. Federal Civil actions relate to Federal statutes and would include EEOC, EPA, Treasury or SEC fraud, Civil Rights, etc.

***Turnaround Time: Average 1-3 days.***

## **Professional License/Certification Verification**

Professional licensing searches research information on individuals who need state licenses or certifications to engage in a professional activity, including medical professionals, attorneys, CPA's and educators. (Licensed professions may vary by state.) Reports may include such information as the name and address of the licensee; the licensing agency; license type, number and class; license classification (business or personal); status of license; issue and expiration dates; restrictions and any adverse or disciplinary action.

***Turnaround Time: Average 1 day.***

## **Education Verification**

Direct verification of applicant's educational records including dates attended and degree, certificate or diploma received at the provided educational institution.

***High School or GED Turnaround Time: 1-3 weeks.***  
***Secondary Turnaround Time: 1-3 Days***

## **Motor Vehicle Reports (MVR)**

Driving record, including offenses and citations, provided by the specified state in which the applicant holds a valid license. The data reported and number of years included will vary slightly by state. Companies should order driving history reports for all employees who drive company or personal vehicles for business.

*Turnaround Time: Varies state to state; majority are same day.*

## **Prior Employer Verification**

Direct verification of claimed previous employment. Verify dates of service, job title, job duties, performance, attendance, reason for leaving, rehire status and general comments.

*Turnaround Time: 1-3 days.*

## **Social Security Number (SSN) Verification**

When hiring an employee or screening a volunteer, an important step is to begin to verify the individual's identity by conducting a Social Security Number (SSN) Search. This search provides information on an applicant's name, past addresses and movement patterns based on the SSN provided to us (NOTE: information from the Social Security Administration is not used in this report). In addition to returning information on a SSN, this search provides a report with the following: Full name and/or alternate names used by an applicant, dates at listed addresses, age/date of birth, and available phone information. This is an investigative starting point that provides a more complete background search when combined with additional screening services.

*Turnaround Time: Same Day.*

## **National Sex Offender Registry**

The national sex offender registry search is critical for professionals and volunteers who will interact with youth or work in childcare, education, healthcare and human services environments. The search includes sex offender

registration records from all 50 states plus the District of Columbia, Guam and Puerto Rico. Please note that the types of crimes that require registration vary by state. Therefore, not all individuals convicted of a sex crime in one state may be included in another state's registry.

***Turnaround Time: Average 1-2 Days.***

## **Workers' Compensation Claims**

History of Worker's Compensation claims. Each state limits the data they report. This report can only be generated after a "conditional job offer" has been made.

***Turnaround Time: Varies by state, 1 day to 4 weeks.***

## **Drug Testing Available in Conjunction with Background Checks**

**Accredited Background Checks, Inc.** provides drug and alcohol testing utilizing the various screening methods. The most commonly utilized is urine *drug testing* which can be screened for 5, 7, 9, 10, 12 and 15 panel screenings. Urine drug tests can also include an expanded opiates analysis.

Same day service is available and testing centers are located in all cities and in most cases within minutes from your home or office.

**The detection period for a urine drug test is up to 3-5 days.**

**Turnaround time: Average 2- 3 days.**