

Personnel Screening Services

“The Total Solution for your company’s peace of mind”

Tel: 1-877-385-3200 • Fax: 1-877-385-3300

CLIENT FAX COVER / REQUEST SHEET

Pages Faxed: _____

Date: _____

From: _____

Business Name: _____

Business Address: _____

Business Telephone: _____ Fax: _____

Please use this cover sheet to attach to completed and signed Authorization Form. Fax directly to us toll free at **1-877-385-3300**. All reports are faxed back to client, unless otherwise stated in Special Instructions below.

Client Special Instructions _____

Authorized Signature: _____ Title: _____

Please mark the package appropriate for your needs.

\$24.95

Starter Package

- Verification of Social Security Number
- Social Security trace report-address history
- National sex offender registry check
- Public Filings / Unlawful Detainers
- Verify right to work status

\$47.95

Complete Security Package

- Full Criminal Background Check – County /State / Federal
- Nationwide Criminal Check –Arrest / Convictions /Warrants
- Office of Foreign Asset Control / S.D.N. List --Checked
- Verify Previous Employment –Ten Year / Salary History
- National sex offender registry check
- Verification of Social Security Number
- Social Security trace report-address history
- Professional License Verification
- Verification of higher education-Degree / Enrollment
- Workers' Compensation Filings
- Public Filings / Unlawful Detainers
- Verify right to work status

\$34.95

Basic Package

- Verify Previous Employment / Salary History
- National sex offender registry check
- Verification of Social Security Number
- Social Security trace report-address history
- Professional License Verification
- Verification of higher education-Degree / Enrollment
- Public Filings / Unlawful Detainers
- Verify right to work status

DMV

DMV reports are available for an additional charge of \$14.95 - \$19.95, when purchased with either our basic or complete security packages.