



# PROPOSAL

## Prepared for:

Kathryn Candler

Effingham County Board of Commissioners

802-804 S Laurel St.

Springfield, GA 31329

912-675-1340

10 / 17 / 2025



888.649.6272

[accusourcehr.com](https://accusourcehr.com)

11811 N. Tatum Blvd., Suite 3090

Phoenix, AZ 85208

10 / 17 / 2025

Effingham County Board of Commissioners

Dear: Kathryn

Thank you for the opportunity to provide Effingham County Board of Commissioners with a proposal of our services. We are eager to earn your business and share our knowledge and experience, resulting in the creation of an employment screening program tailor-made to your organization's specific needs.

AccuSourceHR™ Workforce Solutions is focused on providing high quality services utilizing a balance of the latest technology and automation in screening, balanced with a talented, tenured staff. We are dedicated to accountability, integrity, teamwork and a customer-driven approach. Through these core values, we strive to deliver better solutions, improved efficiency and prompt results to our clients . It is our organization's commitment to client partnership that helps us provide a unique experience for both clients and their applicants.

Please contact us with any additional questions. We look forward to developing our partnership with Effingham County Board of Commissioners to support your risk mitigation goals.

Sincerely,

SarahEnsch

Solutions Consultant

**AccuSourceHR™**

Direct: (888) 649-6272

[sensch@accusourcehr.com](mailto:sensch@accusourcehr.com)

## Executive Summary

AccuSourceHR™ Workforce Solutions is a full-service employment screening organization headquartered in Phoenix, Arizona. As a 25-year plus award-winning industry veteran, we are 100% dedicated to customer satisfaction in every department and level of our organization. We do not offshore staff, choosing instead to employ US-based team members in strategic locations across the nation. We believe nurturing a top-tier workforce begins with reinforcing a diverse, supportive, quality-based corporate culture. Our passion is delivering on the promise of best-in-class experiences for both clients and their applicants. We understand each client's business reputation, in addition to their investment in the recruitment process, is at stake with every employment screen.

No two businesses are alike, even within the same industry. AccuSourceHR™ employs a consultative approach to client development to understand unique goals and objectives. Our Account team proactively engages in consistent program reviews to collaborate with stakeholders in optimizing key performance metrics including file turnaround times (TATs), employment and education unable to verify rates (UTVs), drug testing positivity rates and client-specified objectives. Our commitment to quality extends to measuring ongoing client satisfaction through internal and independent end-user surveys.

As a PBSA-accredited provider, AccuSourceHR™ is focused on mitigating legal risk. Our FCRA-certified quality assurance team reviews every screening file for compliance with local, state, and federal regulations. Jurisdiction-specific, electronic consumer consent and authorization is supported on our SourceDirect platform and MySource candidate portal. Clients stay abreast of changes in legislation and evolving trends through timely blog posts, educational webinars, videos, and news alerts supported by our attorney-led compliance department.

AccuSourceHR™ supports ATS and HCMS platform integrations with common service APIs, affording single sign-on, minimization of redundant data entry and easy assimilation of screening into client-defined onboarding processes. Our web-based, mobile-friendly platform, SourceDirect, affords an easy to navigate interface. The automation and technology needs of our clients are ever-evolving and our Innovations and executive leadership teams are laser-focused on identifying new opportunities to create increased value for clients.

At AccuSourceHR™, we understand hiring is hard. We strive to make it easier for our clients and their candidates.

Value Added Services	Value	Price
<b>AccuSourceHR™ Proprietary Verification Process</b> - Daily verification attempt on different days and time. Completion rate 98%.	Value based on complexity	Included
<b>Account Implementation</b> - Customized account implementation.	\$150-\$1,200	Included
<b>Best Practices</b> <ul style="list-style-type: none"> <li>Review of current screening program with best practices recommendations.</li> <li>Adjudication matrix consultation and assistance.</li> <li>Legal updates and development affecting screening industry.</li> </ul>	\$500	Included
<b>Training</b> - Web based system training for new users.	\$500-\$750	Included
<b>SourceDirect</b> <ul style="list-style-type: none"> <li>Secure 24/7 access to your account for ordering and retrieving reports.</li> <li>Unlimited system users, controlled permissions based upon user right and customized packages.</li> <li>Online compliance report tools.</li> <li>Single click pre-adverse/adverse action letters.</li> <li>Duplicate order checking.</li> <li>Automatic e-mail alerts upon report completion.</li> <li>Customizable order entry required fields to ensure required data capturing for specific situations.</li> </ul>	\$300	Included
<b>Applicant Portal</b> - With this tool, the recruiters can minimize their workload by transferring all the data entry transactions to the applications. The Applicant Portal helps you avoid order-entry errors and liabilities by having the applicant complete all the data entry necessary for the requested background checks services as well as all the required consent forms.	\$5 per report	Included
<b>Quality Control &amp; Compliance</b> - Review every report by our Q/C team for accuracy and compliance per FCRA and other federal, state and local requirements.	\$10 per report	Included
<b>User-friendly Management Reports</b> - You can access a variety of selfservice reports in real time that allows you to keep track of the various aspects of your screening program such as turnaround time, previous orders, costs, invoices etc.	Value based on complexity	Included
<b>E-Signature Feature</b> - This feature saves you time and reduces the recruiter workload substantially when it comes to processing and storing the paper release forms.	Value based on complexity	Included
<b>Integrated Drug and Background Screening Reports</b> - All drug screening results are integrated with our easy-to-read background screening reports. You can review the results of the drug test and background check simultaneously in one location.	Value based on complexity	Included

**Attachment B**  
**Scope of Services and Fee Schedule**

<b>Company Name:</b>	Effingham County Board of Commissioners	<b>Date:</b>	10 / 17 / 2025
<b>Sales Rep:</b>	Sarah Enschede	<b>Email:</b>	senschede@accusourcehr.com
<b>Contact Phone:</b>	(888) 649-6272	<b>Annual Volume:</b>	300

Packaged Services	Price
<b>Standard Pre-Hire Package</b> Social Security Trace (SST) County Criminal Direct Search – 7-year search, all true names and counties based on the Social Security Trace (SST) Federal Criminal District Search – 7-year search, all true names and districts based on the Social Security Trace (SST) Integrated National Criminal Database - All true names based on Social Security Trace (SST) Includes: <ul style="list-style-type: none"> <li>National Wants and Warrants</li> <li>Multi-State/National Database Criminal Search</li> <li>Nationwide Sex Offender Search</li> <li>OFAC and additional government databases</li> </ul> Nationwide Sex Offender Registry Motor Vehicle Records - One state driver license search of the current state of licensure	\$52.50

Product	Turn-Around Time (Averages but vary based on service, location, court delays/closures, etc.)	Price
<b>Court Record Searches</b>		
<b>County Criminal Direct Search</b> <i>Service:</i> A search for criminal convictions at the appropriate county courts. Records are available in each county throughout the United States.	Same day – 3 business days	\$7.35
<b>Federal Criminal Primary Records Search</b> <i>Service:</i> A search for criminal convictions at the appropriate federal district court. Records are available in all federal district throughout the United States.	Same day – 3 business days	\$6.83
<b>Database Record Searches</b>		
<b>Nationwide Sex Offender Registry</b> <i>Service:</i> A nationwide search of sex offender records	A few Hours - Same Day (No hits)	\$4.20
<b>Integrated National Criminal Database</b> <i>Service:</i> Search of National Wants and Warrants, Multi-State/National Database Criminal Search, Nationwide Sex Offender Search, OFAC and additional government databases	Instant	\$5.25
<b>MVR Services</b>		

<b>Motor Vehicle Record (Per State)</b> <i>Service:</i> A search of the state Bureau of Motor Vehicle records for driver information.	Most states instant	\$4.20
<b>Additional Services</b>		
<b>Social Security Number Trace (SST)</b> <i>Service:</i> A search of credit headers and other database sources to provide history of the applicant's names and addresses as they originate from credit headers. SST is recommended as the search criterion identifier for criminal history searches.	A few Hours – Same Day	\$3.15
<b>Drug Screening Services</b>		
<b>Non-DOT 5 Panel Lab- Based</b> <i>Service:</i> 5-panel test (Marijuana, PCP, Opiates, Amphetamines, Cocaine) with GC/MS confirmation when required. Lab confirmed positive tests will report to the MRO for medical review. Can be electronically scheduled.	24 to 72 hours	\$31.02
<b>DOT 5 Panel Lab- Based</b> <i>Service:</i> 5-panel test (Marijuana, PCP, Opiates, Amphetamines, Cocaine) with GC/MS confirmation when required. Collection and processing at HHS/SAMHSA certified laboratory with GC/MS confirmation when required. Lab-confirmed positive tests will report to the MRO for medical review. Can be electronically scheduled. The drug panel is regulated by the Department of Transportation and the drugs that are tested complies with the requirements.	24-48 Business Hours	\$33.29
<b>Oral Proctoring on Demand - Oral Fluid 6 Panel</b> <i>Service:</i> Virtual Oral Collection on Demand. This service includes a 6-panel oral drug test that screens for Amphetamines, Methamphetamines, Cocaine, THC, Opiates, and Phencyclidine. Each test kit comes with one instant lab-based device and shipping supplies for a confirmation test if needed. Please note that the pricing does not cover shipping the individual kit to the applicant's or corporate address.	15 Minutes - Confirmation needed: 3 Business Days	\$37.33
<b>Oral Proctoring on Demand - Oral Fluid 10 Panel</b> <i>Service:</i> Virtual Oral Collection on Demand. This service includes a 10-panel oral drug test that screens for Amphetamines, Methamphetamines, Barbiturates, Benzodiazepines, Cocaine, THC, Opiates, Methadone, Phencyclidine and Propoxyphene. Each test kit comes with one instant lab-based device and shipping supplies for a confirmation test if needed. Please note that the pricing does not cover shipping the individual kit to the applicant's or corporate address.	15 Minutes - Confirmation needed: 3 Business Days	\$38.67
<b>Miscellaneous</b>		
<b>Database verification fee, if applicable</b> Verification of hits on criminal database at the appropriate jurisdiction. Does not include applicable court access fees. Per FCRA compliance, all hits on National Criminal Database MUST be verified at the actual court of jurisdiction.	N/A	\$7.35

<b>Additional Research Fee</b> Additional fee for direct applicant contact or extended research beyond the standard product scope. Rate is applied per file (not individual component.)	N/A	\$7.50
<b>Random Consortium Pool for DOT Program Management (Annual Fee for over 50 pool participants)</b> Service: All costs associated with drugs and alcohol are separate (Client drug panel and BAT tests). Random Drug Testing Management Services include: Employee roster management, MIS reporting, Compliance reports, Statistical testing	N/A	\$350.00
<b>Paycor Integration Fee (one-time)</b>	N/A	\$500.00
<b>Account Set-up Fee (one-time)</b> If requesting initial set-up of Drug Screening services, please allow 7-10 business days for laboratory account set-up.	N/A	\$99.00

**International Criminal Services are available with individual country/territory pricing provided upon request.**

*Prices do not include court fees, third party verification charge which may apply when an employer or educational institution has outsourced management of their records or MVR state fees. All alias and or all address searches include all jurisdictions and true alias names identified on the Social Security Trace unless otherwise defined. Due to the name-based filing system used by the courts, all court research is conducted on a per-name basis. There is an additional charge for searching AKA's or alias names unless bundled in a package to include all true alias names. There is a \$1.00 fee for a canceled file. If any service is processed prior to cancellation, the service is charged to the file. Due to market volatility, International rates are subject to change. Drug testing and/or medical services pricing includes collection and/or medical services at an in-network facility or collection site and confirmation by the MRO if necessary. An additional out of network collection and service at an out of network fee may apply and are subject to change without notice. "Hits" from criminal database searches must be verified at the court of jurisdiction to meet FCRA requirements, additional charges will apply.*

#### Notes:

\* All court and data base searches are priced per name. Any additional name will be the same price as the searches requested.

*Pricing subject to change with 30-day written notice.*



## COUNTY CRIMINAL COURT ACCESS FEES

Subject to change without notice

State	County	Fee
<b>Alabama</b>	All Counties	<b>\$5.15</b>
<b>Arkansas</b>	Carroll & Howard	<b>\$4.50</b>
	Pope & Yell	<b>\$6.50</b>
	Mississippi	<b>\$7.50</b>
	Calhoun, Chicot, Cleburne, Conway, Desha, Franklin, Greene, Hempstead, Jefferson, Johnson, Lawrence, Miller, Ouachita, Perry, Phillips, Saint Francis & Washington	<b>\$8.50</b>
	Bradley, Izard, Nevada, Randolph & Sharp	<b>\$9.50</b>
	Cross, Grant & Lafayette	<b>\$13.50</b>
	Clay	<b>\$15.50</b>
	Lee	<b>\$23.50</b>
	Los Angeles	<b>\$8.50</b>
	Alpine, Inyo, Mono, Sierra & Trinity	<b>\$18.50</b>
<b>California</b>	Colusa	<b>\$5.05</b>
	Imperial	<b>\$6.73</b>
	Kings	<b>\$6.45</b>
	Mariposa	<b>\$8.00</b>
	Mendocino	<b>\$5.50</b>
	Modoc	<b>\$4.50</b>
	Plumas	<b>\$5.00</b>
	Sacramento	<b>\$9.30</b>
	Siskiyou	<b>\$6.18</b>
	All Counties	<b>\$5.95</b>
<b>Colorado</b>	Denver	<b>\$8.85</b>
<b>Florida</b>	Suwannee & Taylor	<b>\$17.50</b>
<b>Idaho</b>	All Counties	<b>\$5.50</b>
<b>Louisiana</b>	Evangeline	<b>\$8.50</b>
	Tensas	<b>23.5</b>
<b>Maine</b>	All Counties	<b>\$34.50</b>
<b>Michigan</b>	Chippewa, Crawford, Emmet, Kalkaska, Midland, Missaukee, Montmorency, Otstego, Presque Isle & Roscommon	<b>\$8.50</b>
	Barry, Berrien, Charlevoix, Huron, Lenawee, Mackinac, Mecosta, Oceana, Ogemaw, Osceola & Tuscola	<b>\$13.50</b>
	Ionia	<b>\$15.50</b>

State	County	Fee
<b>Michigan</b>	Baraga & Menominee	<b>\$18.50</b>
	Clare	<b>\$19.50</b>
	Montcalm	<b>\$20.50</b>
	Gladwin	<b>\$22.50</b>
	Alcona, Alger, Arenac, Branch, Dickinson, Iosco, Keweenaw, Marquette, Oscoda, Sanilac & Schoolcraft	<b>\$23.50</b>
	Ontonagon	<b>\$33.50</b>
	Delta & Iron	<b>\$43.50</b>
<b>Mississippi</b>	Jackson	<b>\$4.50</b>
	Tippah	<b>\$6.00</b>
	Holmes	<b>\$6.30</b>
	Pearl River & Warren	<b>\$8.50</b>
	Madison	<b>\$9.50</b>
	Benton, Coahoma, Greene, Hancock & Stone	<b>\$13.50</b>
	George	<b>\$16.00</b>
<b>Missouri</b>	Perry	<b>\$18.50</b>
	All Counties	<b>\$4.00</b>
<b>Montana</b>	Lake & Cascade	<b>\$13.50</b>
	Lincoln & Phillips	<b>\$17.50</b>
	Fergus	<b>\$18.50</b>
	Pondera & Teton	<b>\$21.00</b>
	Deer Lodge & Prairie	<b>\$22.50</b>
	Granite	<b>\$24.50</b>
	Beaverhead, Carbon, Missoula, Ravalli, Rosebud & Silver Bow	<b>\$27.50</b>
	Blaie, Broadwater, Carter, Chouteau, Daniels, Dawson, Glacier, Judith Basin, Lewis and Clark, Liberty, Madison, Meagher, Petroleum, Roosevelt, Sheridan, Stillwater, Sweet Grass, Valley, Wheatland & Wibaux	<b>\$31.50</b>
	Toole	<b>\$32.50</b>
	Jefferson	<b>\$37.50</b>
	Big Horn, Custer, Fallon, Flathead, Gallatin, Garfield, Golden Valley, Hill, McCone, Mineral, Musselshell, Park, Powder River, Powell, Richland, Sanders & Treasure	<b>\$42.50</b>



## COUNTY CRIMINAL COURT ACCESS FEES

Subject to change without notice

State	County	Fee
<b>Nebraska</b>	All Counties	<b>\$4.00</b>
<b>Nevada</b>	Carson City, Churchill, Douglas, Elko, Eureka, Lander, Lincoln, Lyon, Mineral, Nye, Pershing, Storey & White Pine	<b>\$7.00</b>
	Washoe	<b>\$10.50</b>
<b>New Hampshire</b>	Belknap, Carroll, Cheshire, Coos, Grafton, Merrimack, Rockingham, Strafford & Sullivan	<b>\$16.50</b>
	Hillsborough	<b>\$29.50</b>
<b>New Jersey</b>	All Counties	<b>\$8.50</b>
<b>New York</b>	Franklin & Schuyler	<b>\$13.50</b>
	Saint Lawrence & Wyoming	<b>\$18.50</b>
	Madison	<b>\$28.50</b>
	Cortland, Hamilton, Oswego, Rensselaer, Steuben, Tioga & Tompkins	<b>\$23.50</b>
	Allegheny, Bronx, Cayuga, Chemung, Erie, Fulton, Kings, Montgomery, Nassau, New York, Orleans, Queens & Richmond	<b>\$98.00</b>
<b>North Carolina</b>	All Counties	<b>\$5.10</b>
<b>South Dakota</b>	All Counties	<b>\$23.50</b>
<b>Tennessee</b>	Marion	<b>\$6.50</b>
	Benton & Bledsoe	<b>\$8.50</b>
	Humphreys	<b>\$10.50</b>
	Houston & Johnson	<b>\$13.50</b>
	Knox	<b>\$18.50</b>
<b>Texas</b>	Refugio	<b>\$13.50</b>
	Parmer	<b>\$8.50</b>
<b>Utah</b>	All Counties	<b>\$3.85</b>
<b>Washington</b>	All Counties	<b>\$8.50</b>
<b>Wyoming</b>	All Counties	<b>\$23.50</b>
<b>Federals</b>	All Districts	<b>\$1.50</b>

AccuSourceHR™\_SD\_County Criminal Access Fees\_07.08.2025



## MOTOR VEHICLE RECORDS ACCESS FEES

Subject to change without notice

State	Fee
Alabama	\$15.00
Alaska	\$15.00
Arizona	\$13.00
Arkansas	\$19.20
California	\$7.00
Colorado	\$13.00
Connecticut	\$23.00
Delaware	\$30.00
Dist. Of Columbia	\$18.00
Florida	\$15.02
Georgia	\$13.00
Hawaii	\$28.00
Idaho	\$15.00
Illinois	\$25.00
Indiana	\$15.00
Iowa	\$15.30
Kansas	\$21.70
Kentucky	\$11.00
Louisiana	\$23.00
Maine	\$12.00
Maryland	\$20.00
Massachusetts	\$13.00
Michigan	\$20.00
Minnesota	\$10.00
Mississippi	\$19.00
Missouri	\$10.80
Montana	\$12.87
Nebraska	\$20.00
Nevada	\$12.00
New Hampshire	\$22.00
New Jersey	\$17.00
New Mexico	\$11.50
New York	\$12.00
North Carolina	\$15.75
North Dakota	\$8.00
Ohio	\$10.00
Oklahoma	\$32.50

State	Fee
Oregon	\$19.29
Pennsylvania	\$22.00
Rhode Island	\$26.00
South Carolina	\$16.25
South Dakota	\$12.00
Tennessee	\$12.50
Texas	\$12.50
Utah	\$16.00
Vermont	\$26.00
Virginia	\$13.00
Washington	\$20.00
West Virginia	\$17.50
Wisconsin	\$12.00
Wyoming	\$15.00
American Samoa	\$114.00
Guam	\$13.64
Northern Mariana Islands	\$114.00
Puerto Rico	\$23.50
Virgin Islands, U.S.	\$15.50

AccuSourceHR™\_SD\_MVR Access Fees\_08.08.2025



## Confidential Background Report

Revised 2023-01-23

## Subject Information

Name: Demo, CompletedReport  
DOB: xx/xx/xxxx  
SSN: xxx-xx-1111  
Job Position:

## Prepared for:

Albert Inc  
11811 N Tatum Blvd  
Suite 3031  
Phoenix, Arizona 85028  
United States

No notes available

## Profile Summary

PRO-2301-00000004

## Results/Special Notes:

## IMPORTANT NOTICE UNDER CALIFORNIA LAW FOR CALIFORNIA RESIDENTS AND APPLICANTS

This report does not guarantee the accuracy or truthfulness of the information as to the subject of the investigation, but only that it is accurately copied from public records, and information generated as a result of identity theft, including evidence of criminal activity, may be inaccurately associated with the consumer who is the subject of the report.

In California, as an investigative consumer reporting agency, we shall provide a consumer seeking to obtain a copy of a report or making a request to review a file, a written notice in simple, plain English and Spanish setting forth the terms and conditions of his or her right to receive all disclosures under California law.

Package: Comprehensive Screening Package

Service	Name Searched	Reference	Status
Crimnet	Demo, CompletedReport	Demo, CompletedReport	✓
Social Security Locator	Demo, CompletedReport	Demo, CompletedReport	✓
County Criminal	Demo, CompletedReport	Demo, CompletedReport: Loudoun, US-VA	✓
Federal Criminal	Demo, CompletedReport	Demo, CompletedReport: Eastern District of Virginia, US-VA	✓
Employment Verification	Demo, CompletedReport	Demo, CompletedReport: AccuSource	✓
Education Verification	Demo, CompletedReport	Demo, CompletedReport: WVU	✓
5 Panel Urinalysis	Demo, CompletedReport	Demo, CompletedReport: 5 Panel Urinalysis	✓
Motor Vehicle Report	Demo, CompletedReport	Demo, CompletedReport: F111111 US-WV	✓
National Sex Offender Registry	Demo, CompletedReport	Demo, CompletedReport	✓

## Crimnet

Demo, CompletedReport

Created Date: 01/04/2023 17:36:17

Completed Date: 01/04/2023 17:36:24

This order is complete. Please refer to the criminal searches for possible information.

Social Security Locator

Demo, CompletedReport

Created Date: 01/04/2023 17:36:16  
Completed Date: 01/04/2023 17:36:23

Status:Valid SSN

Deceased:YES

Age At Death:22

SSN:XXX-XX-1111

Year Issued:1994-1997

State Issued:PA

Message:SSN IS VALID. ISSUED IN PA

County Criminal

Demo, CompletedReport

Loudoun, Virginia

Created Date: 01/04/2023 17:36:17  
Completed Date: 01/04/2023 17:49:32

Case: [123ABC456] - [US-VA - 20th Circuit Court - ]

File Date:01/01/2020

Legal First Name:COMPLETEDREPORT

Legal Middle Name:

Legal Last Name:DEMO

Gender:

DOB:01/01/1999

SSN:

Ethnicity:

Additional Notes:

Weight:

Height:

Hair Color:

Eye Color:

Disposition Date:01/01/2021

Offense Date:

Next Court Date:

Alias(es):

Charges

Charge:THEFT

Charge Level:MISDEMEANOR

Disposition:GUILTY

Disposition Date:01/01/2021

Other:

Prison Time:

Jail Time:

Probation:

Suspended:

Fines:

Cost:

Restitution:

Federal Criminal

Demo, CompletedReport

Eastern District of Virginia, Virginia

Created Date: 01/04/2023 17:36:17  
Completed Date: 01/04/2023 17:50:57

Results/Special Notes:  
No Record Found

Employment Verification

Demo, CompletedReport

Created Date: 01/04/2023 17:36:19  
Completed Date: 01/04/2023 17:55:31

Field Name	Provided Data	Verified Data
Employer Status	Current	
May We Contact	Yes	
DOT Employer		NO
Employer Name	AccuSource	ACCUSOURCE
Employer Country	United States	
Employer Address 1	123 Front St	123 FRONT ST
Employer Address 2		
Employer City	Phoenix	PHOENIX
State / Province / Area	Arizona	ARIZONA
Zip/Postal Code	85028	85028
Employer Phone		
Employer Fax		
Name of Supervisor	super	SUPER
Last Position	position	POSITION
Employment Type		
Start Date	01/01/1999	01/01/1999
End Date		
Reason for Leaving		
Last Rate of Pay		
Eligible for Rehire		YES

Education Verification

Demo, CompletedReport

Created Date: 01/04/2023 17:36:17

Completed Date: 01/04/2023 17:55:34

Field Name	Provided Data	Verified Data
School Name	WVU	WVU
Country	United States	
Address Line 1	123 Main St	123 MAIN ST
Address Line 2		
City	Morgantown	MORGANTOWN
State / Province / Area	West Virginia	WEST VIRGINIA
Zip/Postal Code	25414	25414
School Phone Number		
School Fax Number		
Start Date	01/01/1999	01/01/1999
End Date	01/01/2003	01/01/2003
Degree Earned	Yes	YES
Degree Type	Bachelor	BACHELOR
Major/Specialization		
Name While Attending		

# Drug Screen Report

CompletedReport Demo : 5 Panel  
Created Date: 01/04/2023 17:46:53  
Completed Date: 01/04/2023 17:49:15

## Subject Information

Subject Name:	CompletedReport Demo	Generated By:	AccuSourceHR, Inc.
Subject SSN:	xxx-xx-1111	Requested By:	Albert Inc
Profile Number:	PRO-2301-00000004	Test Date:	01/01/2021

## Results/Special Notes:

results are provided

## Drug Screen

Specimen ID: QD32323298B

Subject:	Demo, CompletedReport	Reason:	Pre-Employment
Individual Tested:	<b>DrugResults</b>	Date Of Collection:	01/01/2021
Donor ID:	E10974	Lab Received:	01/04/2023
COC Registration ID:	450483030	Lab Reported Date:	01/22/2020
Collection Site:	Quest Lansdowne 123 street Leesburg, VA 20176 1234567890	Lab Accession #:	
Laboratory:	Quest Diagnostics 321 street Lenexa, KS 66219	MRO:	Charles Moorefield, MD
		MRO Received Date:	01/04/2023
		MRO Report Date:	01/02/2021
		MRO Date CCF2:	01/02/2021
		Specimen Type:	Urine
		Drug Panel:	5 Panel
		Result:	Positive

Drug Class	Result
Oxycodone	Positive
Tramadol	Negative
Meperidine	Negative
Meprobamate	Negative
Fentanyl	Negative

Medical Review Officer: Charles Moorefield, MD





# Motor Vehicle Report

Demo, CompletedReport

West Virginia

Created Date: 01/04/2023 17:36:17  
Completed Date: 01/04/2023 17:36:24



Order Information - Driver's Information			
Order Date	2018-11-28	Report Date	2018-11-28
Subject	LNAME, FNAME 	Driver's Name	LNAME, FNAME
Driver's License	P11111111111	DOB / Gender	1973-01-01  / Male
VIN		Age / Deceased	45 / NO
Plate		Height / Weight	600 /
Plate Type		Eye / Hair Color	/
State	US-FL	State Points	0
Messages	IS ID CARD PERMANENT: FALSE; 2015-02-03: VISION EXAM: PASS; 2007-07-09: ROAD SIGN EXAM: RECIPROCATED; 2007-07-09: ROAD RULES EXAM: RECIPROCATED; 2007-07-09: DRIVING EXAM: RECIPROCATED; REAL ID COMPLIANT; ORGAN DONOR; SAFE DRIVER; US CITIZEN; RECORD APPEARS IN NATIONAL DRIVER REGISTER; BLOCKED PERSONAL INFORMATION; BLOCKED FOR MAILING LIST; PERSON HAS A DIGITAL IMAGE; ELIGIBLE TO ELECT DRIVER SCHOOL. DRIVER HAS MADE 2 ELECTIONS. LAST ELECTION WAS ON; 03-15-2017. VIOLATIONS COMMITTED WHILE A CDL HOLDER OR IN A CMV VEHICLE ARE NOT ELIGIBLE FOR DRIVING SCHOOL ELECTION. ; 2016-05-09: BDI COURSE COMPLETED; 2017-05-15: BDI COURSE COMPLETED; ADMIN FILING FEES - NO LICENSE ISSUED		

Addresses
123 TEST ST APT 111 ORLANDO, FLORIDA 32825-3456

Licenses			
Number	P22222222222	Status	VALID
Classes	E - REGULAR OPERATOR	Issue Date	2015-02-03
Type	PERSONAL	Expiration Date	2022-05-02
Description		Originally Issued	2007-07-09
State		Date Surrendered	
Restrictions	Endorsements		
[0] - [] - CORRECTIVE LENSES	No Records Found		
Number		Status	
Classes	E - REGULAR OPERATOR	Issue Date	2008-05-23
Type	PERSONAL	Expiration Date	
Description		Originally Issued	
State		Date Surrendered	
Restrictions	Endorsements		
No Records Found	No Records Found		
Number		Status	
Classes	E - REGULAR OPERATOR	Issue Date	2009-02-03
Type	PERSONAL	Expiration Date	
Description		Originally Issued	
State		Date Surrendered	
Restrictions	Endorsements		
No Records Found	No Records Found		
Number		Status	
Classes	E - REGULAR OPERATOR	Issue Date	2009-11-03
Type	PERSONAL	Expiration Date	
Description		Originally Issued	
State		Date Surrendered	
Restrictions	Endorsements		
No Records Found	No Records Found		
Number		Status	
Classes	E - REGULAR OPERATOR	Issue Date	2010-10-08
Type	PERSONAL	Expiration Date	
Description		Originally Issued	

State		Date Surrendered	
Restrictions		Endorsements	
No Records Found		No Records Found	
Number	E - REGULAR OPERATOR PERSONAL	Status	2011-02-03
Classes		Issue Date	
Type		Expiration Date	
Description		Originally Issued	
State		Date Surrendered	
Restrictions		Endorsements	
No Records Found		No Records Found	
Number	E - REGULAR OPERATOR PERSONAL	Status	2011-02-03
Classes		Issue Date	
Type		Expiration Date	
Description		Originally Issued	
State		Date Surrendered	
Restrictions		Endorsements	
No Records Found		No Records Found	
Number	E - REGULAR OPERATOR PERSONAL	Status	2011-05-24
Classes		Issue Date	
Type		Expiration Date	
Description		Originally Issued	
State		Date Surrendered	
Restrictions		Endorsements	
No Records Found		No Records Found	
Number	E - REGULAR OPERATOR PERSONAL	Status	2011-08-26
Classes		Issue Date	
Type		Expiration Date	
Description		Originally Issued	
State		Date Surrendered	
Restrictions		Endorsements	
No Records Found		No Records Found	
Number	E - REGULAR OPERATOR PERSONAL	Status	2012-01-13
Classes		Issue Date	
Type		Expiration Date	
Description		Originally Issued	
State		Date Surrendered	
Restrictions		Endorsements	
No Records Found		No Records Found	
Number	E - REGULAR OPERATOR PERSONAL	Status	2012-09-11
Classes		Issue Date	
Type		Expiration Date	
Description		Originally Issued	
State		Date Surrendered	
Restrictions		Endorsements	
No Records Found		No Records Found	
Number	E - REGULAR OPERATOR PERSONAL	Status	2016-02-01
Classes		Issue Date	
Type		Expiration Date	
Description		Originally Issued	
State		Date Surrendered	
Restrictions		Endorsements	
No Records Found		No Records Found	
Number	E - REGULAR OPERATOR PERSONAL	Status	2017-06-19
Classes		Issue Date	
Type		Expiration Date	
Description		Originally Issued	

State		Date Surrendered	
Restrictions		Endorsements	
No Records Found		No Records Found	
Number	E - REGULAR OPERATOR	Status	2018-01-08
Classes		Issue Date	
Type		Expiration Date	
Description		Originally Issued	
State		Date Surrendered	
Restrictions		Endorsements	
No Records Found		No Records Found	
Number	E - REGULAR OPERATOR	Status	2018-03-21
Classes		Issue Date	
Type		Expiration Date	
Description		Originally Issued	
State		Date Surrendered	
Restrictions		Endorsements	
No Records Found		No Records Found	
Number	ID - ID	Status	EXPIRED
Classes		Issue Date	
Type		Expiration Date	
Description		Originally Issued	
State		Date Surrendered	
Restrictions		Endorsements	
No Records Found		No Records Found	
Number	VI03000045871	Status	
Classes		Issue Date	
Type		Expiration Date	
Description		Originally Issued	
State		Date Surrendered	
Restrictions		Endorsements	
No Records Found		No Records Found	

Violations			
Type	VIOL	Adjudication	
Incident Date	2017-10-18	Conviction Date	2010-04-15
Conviction Date	2010-04-15	Suspension	
Location	MIAMI-DADE	State	
Code		Fine Amount	
Docket	3206FSH	Fine Date	
Court		Suspension Date	
Court Type	MAGISTRATE COURT	Hazmat	
State	US-VA	Commercial	N
Accident		Plate	
Messages			
Sub Violations			
1 : DRIVE WHILE LIC CANC/REV/SUSP			
ACD Code: [B26] State Code: [613] State Points: [3]			
Type	ADJW	Adjudication	ADJUDICATION WITHHELD
Incident Date	2016-02-12	Conviction Date	03/10/2016
Conviction Date	03/10/2016	Suspension	
Location	SEMINOLE	State	
Code		Fine Amount	
Docket	A5BMUBE	Fine Date	
Court		Suspension Date	
Court Type	COUNTY COURT	Hazmat	
State	US-VA	Commercial	
Accident		Plate	
Messages			
Sub Violations			
1 : SPEEDING 6-9 OVER THE LIMIT			
ACD Code: [S06] State Code: [-]			
Type	ADJW	Adjudication	ADJUDICATION WITHHELD
Incident Date	2017-02-13	Conviction Date	03/15/2017
Conviction Date	03/15/2017	Suspension	
Location	SEMINOLE	State	
Code		Fine Amount	
Docket	A2QSMQE	Fine Date	
Court		Suspension Date	
Court Type	COUNTY COURT	Hazmat	
State	US-VA	Commercial	
Accident		Plate	
Messages			
Sub Violations			
1 : FAIL TO OBEY TRAF INSTR SIGN/DEVICE			
ACD Code: [M17] State Code: [532]			

Actions			
Code		Location	
Type	VIOL	Code	
Mail Date	2017-06-02	Docket	A09Q55E
Incident Date	2013-02-18	Court	
State Code	547	Court Type	
Description	RED LIGHT CAMERA	State	US-FL
State Points	0	Start Date	
ACD Code	M16	End Date	2017-07-12
Hazmat		Thru Date	
Commercial	N	Actual End Date	
Ordered Date		Action Term	
Sub Violations			
1 : RED LIGHT CAMERA			
ACD Code: [M16] State Code: [547] State Points: [0]			

Medical			
Type	NON-EXCEPTED INTERSTATE	Examiner Name	LNAME, FNAME M
Expires	06/09/2018	Examiner Jurisdiction	TN
Issued	06/09/2016	Examiner Phone	(111) 111-1111
Effective	06/09/2016	Examiner Code	
Medical Status		Examiner License	1111
Certification Status	CERTIFIED	Examiner Registration	2222222222

Accidents			
Incident Date	2016-10-27	Fault	
Location	DAVIDSON COUNTY	Vehicle #	
Code		Details	
Docket		Injury	
Court		Injuries #	
Court Type		Death	
State	US-TN	Damage	
State Code	TN	Accident Desc.	
Description	PROPERTY DAMAGE ACCIDENT CRASH REPORT #: 1423848	Plate	
State Points	0	Hazmat	
Commercial		FR Report	
ACD Code	-	State	US-TN
Messages			
Incident Date	2017-03-11	Fault	
Location	MILWAUKEE	Vehicle #	
Code		Details	
Docket		Injury	
Court		Injuries #	
Court Type		Death	
State	US-WI	Damage	
State Code	WI	Accident Desc.	
Description	** ACCIDENT **	Plate	
State Points	0	Hazmat	
Commercial		FR Report	
ACD Code	-	State	US-WI
Messages			
PROPERTY DAMAGE			

# National Sex Offender Registry

Demo, CompletedReport

Created Date: 01/04/2023 17:36:21  
Completed Date: 01/04/2023 17:49:23

**Results/Special Notes:**

No Record Found

Para informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

## A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

### CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

**You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.** The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is



a 1-year alert that is placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.	b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357

## DATA PRIVACY NOTICE

Employer "Albert Inc" intends to obtain information about you to verify and investigate your background for the purposes you authorized, from third party consumer reporting agency **AccuSourceHR, Inc. 11811 N. Tatum Blvd., Suite 3031 Phoenix, AZ 85028, phone (866) 276-6161.**

Information you have or will supply may be disclosed to third parties including agents or vendors of AccuSourceHR, Inc., law enforcement agencies, state or federal agencies, courts, institutions, schools or universities (public or private), information service bureaus, employers, employees, or insurance companies to verify and investigate your background.

In accordance with the host nation's laws and the laws applicable to you depending on your location regarding the release of information, you understand that information may be transmitted from any country to the above listed parties located in any country, including countries outside the EU that have a different level of data protection or inadequate data protection laws as defined by the European Commission than your country of residence.

For access to the personal data collected or transferred, to your report, or for any other inquiries or complaints you may, contact AccuSourceHR, Inc, or Company. AccuSourceHR, Inc. affords individuals the opportunity to choose whether their personal information will be disclosed to a third party as described above. A consumer can withdraw consent by delivering a written request to Company, or to AccuSourceHR, Inc. at the address listed above or **customerservice@proformascreening.com**. This may affect Company's decision related to the purpose for which the background check was requested. AccuSourceHR, Inc.'s privacy policy is available at [www.accusourcehr.com/privacy-policy/](http://www.accusourcehr.com/privacy-policy/).

# How Virtual Drug Testing Works



AccuSourceHR / Novir

## End-User Experience



At the beginning of the appointment, the Donor is instructed to set up their space to ensure the Proctor can see the Donor and the test kit at all times during the appointment.

AccuSourceHR / Novir

## End-User Experience



The Proctor then verifies the identity of the Donor and that the kit has not been opened or tampered with.

AccuSourceHR / Novir

## End-User Experience



The Donor then completes the drug test under the supervision of the Proctor.

AccuSourceHR / Novir

## End-User Experience



The Proctor reads the results of the drug test, records them in the portal and ends the appointment with the Donor.

AccuSourceHR / Novir



## Testing for All Purposes



Virtual drug testing provides a streamlined and standardized process for your entire business. With 24/7 on demand virtual scheduling, 100% digital process, and transparent upfront pricing, you can expect consistent and reliable service anytime, anywhere

Pre-Employment

Post-Incident/  
Reasonable Suspicion

Random

AccuSourceHR / Novir

## Pre-Employment Kit



Kit Box



Oral Fluid Collection Device  
(wrapped in foil tamper pouch)

Secondary Screening (as needed)



In the event a secondary collection is needed, the following items are also included:

- Secondary Oral Fluid Collection Device
- Specimen Bag
- Tamper Seal
- Shipping Bag
- Shipping Label

AccuSourceHR / Novir

## Post-Incident Kit



Kit Box



Oral Fluid Collection Device: Drugs of Abuse  
(wrapped in foil tamper pouch)



Oral Fluid Collection Device: Alcohol  
(wrapped in foil tamper pouch)

Secondary Screening (as needed)



In the event a secondary collection is needed, the following items are also included:

- Secondary Oral Fluid Collection Device
- Specimen Bag
- Tamper Seal
- Shipping Bag
- Shipping Label

AccuSourceHR / Novir

# Remote Instant Drug Testing Service

AccuSourceHR™

AccuSourceHR™ Workforce Solutions offers remote instant and lab-based oral fluid drug testing to address the needs of diverse workforces. Donors are guided through a fully monitored testing process. Testing is available virtually anywhere video conferencing is supported.



## Key Features



**Convenient testing from the comfort of donor's home or office**



**Test proctoring service available worldwide**



**Detailed tracking for increased client and donor visibility**

## Why AccuSourceHR™?



**Expert Compliance Support**



**Award Winning Client Care**



**PBSA Accredited**

## Solution for Remote & Mobile Workforces

Supporting drug-free workplace policies and risk mitigation just became easier for employers with remote workforces and mobile staff. AccuSourceHR™ offers remote proctored oral fluid testing options for use cases where clinic-based specimen collection and in-person instant drug testing is challenging. Donors schedule testing through a mobile-friendly, easy to use app, quickly receive their tamper-resistant test kit and are virtually monitored through the specimen collection and testing process by trained, experienced proctors. Employers have full visibility to the screening process with instant results posting to the donor profile within minutes of testing. Lab-based oral fluid testing is supported for instant tests with non-negative results or to facilitate remote testing in states with same specimen confirmation screening requirements.

### Contact Us



888.649.6272



[sales@accusourcehr.com](mailto:sales@accusourcehr.com)



[www.accusourcehr.com](http://www.accusourcehr.com)

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## Court Searches

### County Criminal Records (onsite) Search

*Service:* County Criminal Records require a search for criminal convictions at the appropriate county courts. Records are available in each county throughout the United States.

*Information Source:* County Superior Courts

*Methodology:* County Superior Courts are searched directly at the source in person, via court Internet websites or direct connection in the court index.

*Information Verified:* AccuSourceHR™ performs criminal records searches for felony and misdemeanor convictions for violations of state and local laws. Scope of records searched is determined by client-defined search requirements as permissible by applicable state and federal record reporting guidelines and ready availability of court records. The most common scope of search is a 7-year history. County criminal direct records searches can reveal felony convictions, including murder, rape, lewd acts/sexual abuse, robbery, kidnapping, etc. and related misdemeanor convictions, including spousal abuse, driving under the influence, petty theft, possession of a controlled substance, and more. Completed reports may include case numbers; offense and disposition dates; charge name, description, and type; charge details; and disposition and sentencing details. In addition to convictions, open cases and active warrants will be reported as permissible by federal and state guidelines.

*Disclaimer:* If an applicant possesses a common name as defined by the U.S. Census Bureau, additional research may be required to meet record reporting quality standards. This may add to the length of time required to process the Federal Criminal Records Search. Client requestors are encouraged to include the applicant's middle name whenever possible to aid in expediting the research process. Applicants should also be required to provide full name, including middle name, when background screening requests are processed through Applicant Tracking System (ATS) integration or applicant portal.

Some County Courts levy a separate fee for access to court records. When required, AccuSourceHR™ passes through the access fee to clients without markup.

### Federal Criminal Records Search

*Service:* Appropriate U.S. Federal District Court(s) defined by applicant history and client-defined scope of work.

*Information Verified:* This search will return criminal records filed at a U.S. Federal District Court(s). Most records are indexed by subject name, with additional identifiers including date of birth (DOB) and address history utilized to confirm subject match as available\*.

*\*Scope of records Searched:* Standard throughout the industry is a 7-year records search, however, AccuSourceHR™ reports records as far back as state guidelines permit and/or are available from the districts. Records identify criminal activity prosecuted through the federal court system and include violations of the Constitution or federal law (i.e., bank robbery, embezzlement, tax evasion, mail fraud and other federal statute violations)

*Methodology:* Federal criminal records searches are conducted via online research utilizing the Public Access to Court Electronic Records (P.A.C.E.R.) locator index system. When a potential record(s) is

located based upon subject name match, AccuSourceHR™'s team of professional researchers may also reach out to the district court of record or other affiliated correctional sources to obtain additional case detail needed to further confirm subject match and/or reportability of the record(s) found.

### Statewide Criminal Records Search

*Service:* Statewide Criminal Records require a search for criminal convictions at the appropriate statewide repository, database or state direct record source. Not all states maintain public access to a consolidated source for criminal records in multiple jurisdictions and the most appropriate source for multi-jurisdictional state criminal records varies from state to state. Currently, statewide criminal records searches are available in 45 individual states throughout the United States. *Information Source:* state repository

*Source:* Statewide Records Repository, Statewide Database, or state Administrative Office of the Courts (based upon the available or most appropriate method for each state.)

*Information Verified:* AccuSourceHR™ performs statewide criminal records searches for felony and misdemeanor convictions for violations of state and local laws. Scope of records searched is determined by client-defined search requirements as permissible by applicable state and federal record reporting guidelines and ready availability of court records. The most common scope of search is a 7-year history. Statewide criminal records searches can reveal felony convictions including murder, rape, lewd acts/sexual abuse, robbery, kidnapping, etc. and related misdemeanor convictions including spousal abuse, driving under the influence, petty theft, possession of a controlled substance, and more. Completed reports may include case numbers; offense and disposition dates; charge name, description, and type; charge details; and disposition and sentencing detail. In addition to convictions, open cases and active warrants will be reported as permissible by federal and state guidelines. *Disclaimer:* Not all state repositories are available to the public. Not all courts update their information in the state repository, creating outdated or missing information.

*Methodology:* Court databases, repositories or direct sources are searched directly at the source in person, via court Internet websites or direct connection in the court index. The data source searched in each state is determined by best availability of criminal record data, cost of data access, processing time, ease of access and other factors. The most common sources of records are: Statewide Criminal Records require a search for criminal convictions at the appropriate statewide repository, database, or state direct record source. Not all states maintain public access to a consolidated source for criminal records in multiple jurisdictions and the most appropriate source for multi-jurisdictional state criminal records varies from state to state. Currently, statewide criminal records searches are available in 45 individual states throughout the United States.

## Database Searches

### Global Homeland Security Search

*Service:* A search of a database compiled from lists provided by U.S. and various international governmental agencies of individuals who may be involved in terrorist activities, money laundering, illegal imports, fraud against government agencies, violations of federal banking regulations, and fugitives from justice.

*Information Source:* database

*Scope of records Searched:* Records identify individuals who may be involved in terrorist activities, money laundering, illegal imports, fraud against government agencies, violations of federal banking regulations, and fugitives from justice. Information may include citizenship, employment or group membership or affiliation.

*Methodology:* A database compiled from lists provided by U.S. and various international governmental agencies. Refer to document "Global Homeland Security Watch List" for specific coverage, limitations, and sources.

Please contact AccuSourceHR™ for "Global Homeland Security Watch List document.

### *Integrated National Criminal Database Search*

*Service:* A name-based search for criminal record information and state department of corrections records within a proprietary database file comprised of over 500 million records.

*Information Source:* Comprehensive Proprietary Database

*Scope of records Searched:* Criminal felony and misdemeanor level conviction data is common. Additional criminal activity data may be available, based upon individual court jurisdiction policies and practices. Data provided may include arrest details, case numbers, offense and disposition dates, charge(s) and charge level(s), disposition, and sentencing detail.

*Methodology:* AccuSourceHR™'s team of professional in-house researchers search a proprietary records database utilizing the candidate's full name. Additional available identifiers are utilized to confirm identity match if a potential record match is revealed. Data contained in the Integrated National Criminal Database is compiled from a wide range of records sources. The type and depth of information available may vary based upon jurisdiction and source. When a potential record(s) match is revealed, the record(s) are then confirmed at the primary record source to meet Fair Credit Reporting Act (FCRA) compliance requirements (additional fees may apply).

*Disclaimer:* As data contained in the Integrated National Criminal Database is compiled from a wide range of records sources, level of criminal offense, breadth of file detail, and record status change updates vary by court and jurisdiction. While the Integrated National Criminal Database search is recommended as valued option to expand the scope of a comprehensive criminal record history background screen and potentially locate additional records of criminal activity in jurisdictions outside the jurisdictions where a subject indicates address history, it is not recommended to utilize a database product as the primary source of criminal record history.

Under FCRA guidelines, any records found utilizing database sources must be validated and confirmed at the direct record source prior to use in employment decisions. If a record potentially belonging to the screening subject is identified through the National Criminal Database search, the current status of the record must then be confirmed at the court of record (additional fees may apply).

### *Sexual Offender Search*

*Service:* National Sex Offender Registry database or direct State Sex Offender Registry search for

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registered sexual offenders.

*Information Source:* The National Sex Offender Registry database maintains records sourced from the State Sex Offender Registries held in all 50 states, the District of Columbia, and applicable U.S. territories. Each State Sex Offender Registry maintains the records for the individual state and is considered the direct source of record as state registries house actual registration records.

*Scope of records Searched:* 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.

*Information Verified:* Types of offenses reported and records available can vary based upon individual state law. Data obtained may include offense type, conviction dates, known aliases, date of birth, known addresses, individual restrictions, and any history of violation of registration requirements. Note: Registration is usually a perpetual requirement for persons convicted of sexual offenses which may result in notification of registration status beyond standard applicable state and/or federal reporting guidelines.

*Methodology:* Databases and registries are searched by subject name. Additional available identifiers are utilized to confirm identity match if a potential record match is revealed.

*Disclaimer:* Under Fair Credit Reporting Act (FCRA) guidelines, any records found utilizing database sources must be validated and confirmed at the direct record source prior to use in employment decisions. If a record potentially belonging to the screening subject is identified through the National Sex Offender Database search, the current status of the record must then be confirmed at the court of record and/or through a search of the primary state sex offender registry prior to use in employment decisions. Record availability, especially for offenses with lower level of classification, may be restricted by state law in some jurisdictions. If an applicant possesses a common name as defined by the U.S. Census Bureau, additional research may be required to meet record reporting quality standards. This may add to the length of time required to process the Sex Offender Registry Search. Report requesters are encouraged to include the applicant's middle name whenever possible to aid in expediting the research process. Applicants should also be required to provide full name, including middle name, when background screening requests are processed through Applicant Tracking System (ATS) integration or applicant portal.

## Global Watchlist

*Service:* The Global Watchlist is an investigation of a continuously updated data source comprised of numerous government databases and watchlists.

*Source:* Search of a proprietary database containing records from multiple government sanctions, investigative, and debarment databases worldwide

*Information Verified:* Data sources include US and international terrorist watch lists, lists of excluded parties, Office of Foreign Assets Control (OFAC), Office of Inspector General/List of Excluded Individuals/Entities (OIG/LEIE/SAM), FDA Debarment, Most Wanted Fugitives and more than 100 additional public data sources.

*Methodology:* AccuSourceHR™'s team of professional in-house researchers search a proprietary records database utilizing the candidate's full name. Additional available identifiers are utilized, when available, to confirm identity match if a potential record match is revealed. Data captured in the Global Watchlist is compiled from a wide range of records sources. Type and depth of information available may vary based upon individual database type and source.

*Disclaimer:* An in-depth listing of the database sources included in the Global Watchlist is available upon request. Additional database sources are added continuously. Therefore, the expanded list may not include all data sources contained in the search.

## Verification Services

### Education Verification

*Service:* Verifies a person's educational history which can help eliminate falsified or overstated credentials.

*Information Source:* Direct contact with the institution's Office of the Registrar or through online/automated verification systems.

*Information Verified:* Information can include type of degree, attendance, date of graduation, major studies, GPA and degree earned.

*Methodology:* The processor generally makes 3 attempts\* to obtain the verification. Depending on client preferences, if the institution is non-responsive or our processor is unable to obtain accurate contact information, our processor will reach out to the client to get additional information (or applicant with client approval) or instructions on how to proceed with the verification. \*An attempt constitutes any time the CRA tries to contact an institution via telephone, fax, electronic mail or mail in an effort to complete an employment or education verification.

*Disclaimer:* This verification can be delayed if institutions do not promptly return calls or if verifications are processed by mail only. The accuracy of the verification can be affected if the applicant attended 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.

*Third Party Verifiers:* Many higher education institutions outsource verification information to third party verifiers. Any applicable third-party fees are not included in AccuSourceHR™ pricing and will be passed through to client.

### Employment Verification

*Service:* Verifies a person's past and/or present work experience (including military verification) which can let employers know if the applicant is being honest about length of employment.

*Information Source:* Direct contact with the employer's Human Resources Department or through online/automated verification systems.

*Information Verified:* Information can include dates of employment, position, salary, reason for leaving, eligibility for rehire, disciplinary action taken, dependability, and general work duties.

*Methodology:* The processor generally makes 3 attempts\* to obtain the verification. Depending on client preferences, if the employer is non-responsive or our processor is unable to obtain accurate contact information, our processor will reach out to the client to get additional information (or applicant with client approval) or instructions on how to proceed with the verification. \*An attempt constitutes any time the CRA tries to contact an institution via telephone, fax, electronic mail or mail in an effort to complete an employment or education verification.



*Disclaimer:* 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 the employer's policies.

*Third Party Verifiers:* Many mid to large scale employers outsource verification information to third party verifiers. Any applicable third-party fees are not included in AccuSourceHR™ pricing and will be passed through to client.

### License/Certification Verification

*Service:* Verifies status of professional license or certification and is a necessary search for those hiring doctors, nurses, security guards, insurance agents and many other license required professions.

*Information Source:* Issuing Institution/Organization

*Information Verified:* Information can include type, status, expiration and limitations.

*Methodology:* Verifications Specialist searches appropriate institutions/organizations.

*Disclaimer:* 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 was certified or licensed under a different name than stated on the application.

### Personal References

*Service:* Questioning an applicant's personal references.

*Information Source:* applicant-provided reference

*Information Verified:* Can verify applicant's reliability, criminal past, alcohol or drug abuse and character. Defines image of applicant by those who really know him/her.

*Methodology:* Processors contact references by phone interview and ask a series of up to 10 client requested reference questions. The processor generally makes 3 attempts to obtain the reference. Depending on client preferences, if the reference is non-responsive or our processor is unable to obtain accurate contact information, our processor will reach out to the client to get additional information (or applicant with client approval) or instructions on how to proceed with the verification. In some cases, when reference is non-responsive to phone calls, reference information is obtained via email if address is provided by applicant.

*Disclaimer:* This verification can be delayed if references do not promptly return calls/emails.

### Professional References

*Service:* Questioning an applicant's professional references. Professional references are more credible than personal references.

*Information Source:* applicant-provided reference

*Information Verified:* Can verify applicant's reliability, criminal past, alcohol or drug abuse and character, work habits and work performance.



*Methodology:* Processors contact references by phone interview and ask a series of up to 10 client requested reference questions. The processor generally makes 3 attempts to obtain the reference. Depending on client preferences, if reference 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 reference verification. In some cases, when reference is non-responsive to phone calls, reference information is obtained via email if address is provided by applicant.

*Disclaimer:* This verification can be delayed if references do not promptly return calls.

### IdentitySource - Identity Verification Service

*Service:* Utilizing AI technology, IdentitySource™ validates a live subject is the confirmed match and true holder of their valid government-issued identification document.

*Source:* Proprietary software as a service (SAS)

*Methodology:* Subject receives a digital invite via text or email. Subject logs onto AccuSourceHR™ platform utilizing credentials provided in the invite. A digital image of a current government-issued identification document belonging to the subject is captured. The subject is then instructed to capture a live digital image of themselves. During the live digital image capture, proprietary software evaluates the authenticity of the live subject image, detecting small movements to ensure a static image of the subject is not utilized. Further, the software utilizes age progression technology to validate the likeliness of the live image matching the static image on the government-issued identification document provided. Additionally, AI technology is used to evaluate the validity and likely authenticity of the government-issued identification document. Requester is provided with validation results within minutes.

*Information Verified:* IdentitySource™ validates a government-issued ID likely authenticity through OCR text extraction and verifies image match of live subject to supplied identification through facial recognition, age progression and liveness detection technology.

## Driver Services

### Motor Vehicle Record

*Service:* A search of the state Bureau of Motor Vehicle records for driver information

*Information Source:* appropriate state Bureau of Motor Vehicle records

*Scope of records Searched:* Information can include license status, license class, issue date, expiration date, violations, suspensions, licensee address, date of birth and physical description.

*Disclaimer:* These records vary by state, providing different information. The MVR record is the best source for verifying an applicant's DOB. The number of years shown on driving reports varies by state, so criminal traffic offenses may not always appear on the MVR report; only the suspension/cancellation will show. The MVR report can be affected if the license number provided by the applicant is an I.D. card number or if it is not formatted correctly for the provided state.

*Additional fees:* Fees to access records vary by state and are not included in AccuSourceHR™ pricing. Fees will be passed through to the client at no additional mark-up.

*Please note, certain states require specific applicant release forms.*

### Commercial Driver's License Information System (CDLIS)

*Service:* Allows account holders to comply with FMCSA requirements by searching within the Commercial Driver's License Information System for any prior licenses, current CDL and up to three prior licenses held by applicant.

*Information Source:* Commercial Driver's License Information System

*Information Verified:* Provides client with Present Jurisdictional State and Driver's License Number, Name, DOB, Social Security Number Match, Up to Three Previously held CDL Numbers and AKA Information.

*Notes:* Mandated by the Commercial Motor Vehicle Safety Act (CMVSA) of 1986, CDLIS supports the issuance of commercial driver licenses (CDLs) by the jurisdictions, and assists jurisdictions in meeting the goals of the basic tenet "that each driver, nationwide, have only one driver license and one record" through the cooperative exchange of commercial driver information between jurisdictions.

### DOT Drug and Alcohol History Verification

*Service:* Verifies Department of Transportation (DOT) regulated drug and alcohol testing records

*Source:* applicant's applicable previous/present employers

*Information Verified:* Information can include alcohol tests with a result of 0.04 or higher, verified positive drug tests, refusals to be tested, and documentation, if available, of completion of the return-to-duty process following violations.

*Disclaimer:* Employers are only required to maintain DOT records on former employees for a period of two years (or three years for FMCSA covered employees). Employers have up to 30 days to respond to requests for DOT records.

### DOT Safety Verification

*Service:* Verifies Department of Transportation (DOT) regulated driver safety records

*Information Source:* All applicant's applicable previous/present employers

*Information Verified:* Information can include driver vehicle type, reason for leaving, and safety performance history to include date, location, number of injuries, number of fatalities and/or Hazmat spill on any incidents.

*Disclaimer:* Employers are only required to maintain DOT records on former employees for a period of two years (or three years for FMCSA covered employees). Employers have up to 30 days to respond to requests for DOT records.

### DOT PSP Crash and Inspection Record

*Service:* The Pre-Employment Screening Program (PSP) is a service that allows account holders and individual drivers to purchase driving records from the Federal Motor Carrier Safety Administration's (FMCSA) Motor Carrier Management Information System (MCMIS). The program allows motor carriers

to make more informed hiring decisions by providing electronic access to a driver's crash and inspection history.

*Information Source:* Management Information System (MCMIS)

*Information Verified:*

- 1 - Five (5) years of crash and violation data found by the FMCSA MCMIS system: DOT Number, Number & Date of Crashes, Number of Injuries, Number of Fatalities, Carrier Name
- 2 - Inspection Activity 3-year history from MCMIS: Driver Inspections, Driver Out-of-Service Inspections and Service Rate, Hazmat Inspections, Hazmat Out-of-Service Inspections and Service Rate, Vehicle Out-of-Service Inspections and Service Rate, Inspection Details, Violation Summary

### MVRSource™ Continuous Motor Vehicle Record Monitoring - Basic Monitoring

*Service:* Continuous monitoring of status changes in a subject's (employee's) official driving record in all 50 states and Washington D.C. (except for New Hampshire).

*Source:* The appropriate state Department of Motor Vehicles (DMV) and Department of Public Safety (DPS).

*Information Verified:* Events impacting the official driver's license of a subject within an organization's monitoring pool, including moving violations and accidents, license suspensions and revocations, charges of reckless driving, driving under the influence (DUI), and more.

*Methodology:* AccuSourceHR™ continuously monitors new events impacting the official driving records of subjects within an organization's driver monitoring pool covering all 50 states and Washington D.C., except New Hampshire. Employers are notified through the MVRSource™ platform of any new activity associated with its pool members. Employers may take immediate action, if warranted, or continue to monitor a subject's license status.

*Note:* Some states require specialized consent documents and unique processes, which may increase processing turnaround times. The details provided and the length of record history available may vary by state. Individual state data access fees may vary and are not included in service rates. MVRSource™ Continuous Motor Vehicle Record Monitoring Basic Monitoring does not include CSA monitoring or driver training. Additional fees will apply for custom scoring or integration support.

\* Additional third-party fees may apply for access to state MVR reports.

### MVRSource™ Continuous Motor Vehicle Record Monitoring - CSA Monitoring

*Service:* Continuous monitoring of roadside inspections and crash activity associated with an organization's pool members to improve organizational CSA scores.

*Source:* The appropriate state Department of Motor Vehicles (DMV) and Department of Public Safety (DPS).

*Information Verified:* Roadside inspections and crash activity impacting an employee or independent contractor's CDL within an organization's monitoring pool.

*Methodology:* AccuSourceHR™ continuously monitors new roadside inspections and crash activity of

subjects within an organization's driver monitoring pool covering all SO states and Washington D.C., except New Hampshire. The company receives proactive alerts and notifications through the MVRSource™ platform of new activity associated with its pool members. Employers are enabled to take immediate action and identify the top violations or drivers negatively impacting CSA scores for targeted interventions.

*Note:* Some states require specialized consent documents and unique processes, which may increase processing turnaround times. The details provided and the length of record history available may vary by state. Individual state data access fees may vary and are not included in service rates. MVRSource™ Continuous Motor Vehicle Record Monitoring CSA Monitoring does not include driver training. Additional fees will apply for custom scoring or integration support.

## Additional Services

### Credit History

*Service:* A search of the credit bureau files to provide a profile of the applicant's financial history.

*Information Source:* TransUnion

*Information Verified:* 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.

*Disclaimer:* This is heavily restricted search requiring authorization. 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 AccuSourceHR™ online system for learning how to read credit reports.

### Social Media Screening

*Service:* A Social Media Screening Report involves a combination of technology and human expert analysis to correctly identify a candidate's online presence on any publicly available user generated accounts and profiles. Once a candidate's profile is identified, the content is reviewed, and any workplace safety issues - racism/intolerance, violence, potentially illegal activity, or sexually explicit material is identified and reported. The report provides insight into a candidate's online behavior and appropriateness as a candidate who is a fit for a company's basic code of conduct, values, or social media policy and limits risk of a negligent hire. All information provided on Social Media Screening Reports is actionable towards a hiring decision and consumer consent is required prior to screening.

*Report Types:*

- **Social Media Screening Report - Standard**

Service includes an objective, bias-free account of an individual's social media and digital media behavior. Standard Report includes Candidate Information, Behavioral Summary, Platform Scores, Risk Score and Detailed Summary. Provides valuable insight for entry-level and mid-management level placements.

- **Social Media Screening Report - Full**  
Service includes an objective, bias-free account of an individual's social media and digital media behavior. Standard Report includes Candidate Information, Behavioral Summary, Platform Scores, Site Screenshots, Risk Score and Detailed Summary. Provides valuable insight for entry-level and mid-management level placements.
- **Social Media Screening Report- High Profile**  
Service includes an objective, bias-free account of an individual's social media and digital media behavior. High Profile Report includes Candidate Information, Behavioral Summary, Platform Scores, Screenshot Explanations, Deep Web Search, Links to Articles, Extended Association, Individual Sentiment, Risk Score and Detailed Summary. Optimal for executive-level and senior government placements and board member, investor and vendor vetting.

### Social Security Number Trace & Validation

*Service:* A search of credit headers and other database sources 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.

*Source:* credit headers and other database sources

*Information Verified:* 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.

*Methodology:* Address history, uncovered through this trace, can be used to identify counties of history in order to perform County Criminal Records (onsite) Searches for all counties of history.

*Disclaimer:* Young applicants and individuals new to the country, who might not have developed a credit history yet might not have an 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.

**\*\*An employer should never make a direct hiring decision based upon the information contained in the Social Security Trace; however, the information in a trace report can be the basis for further research of an applicant.**

## International Services

### International Criminal Court or Police Records

*Information Source:* A search for criminal convictions at the appropriate local or national level. Records are available in countries and territories where data is available and can be legally obtained.

*Source Type:* local or national, varies by country.

*Scope of records Searched:* Standard throughout the industry is a 7-year records search, however AccuSourceHR™ reports records as far back as county guidelines permit and/or are available from the jurisdiction. Records vary by country but may include type of charge, trial date and/or offense date, file date, case number, dates of conviction, sentence, and dispositions.

*Search Methodology:* Courts are searched directly at the source in person, court Internet websites or direct connection into the court index.

*Disclaimer:* Additional information or releases may be required based on the country of inquiry. Criminal records, internationally, are much different than the U.S. Each country has a fee per name/per jurisdiction searched. Because other countries do not have a method to obtain an address history (a SSN Trace for the U.S.) it must be obtained from the applicant.

### International Education Verifications

*Service:* Verifies a person's educational history which can help eliminate falsified or overstated credentials.

*Source:* Direct contact with the institution's Office of the Registrar or through online/automated verification systems.

*Information Verified:* Information can include type of degree, attendance, date of graduation, major studies, GPA and degree earned.

*Methodology:* AccuSourceHR™ requests a copy of the applicant's transcript or degree. Verification of international education is lengthier than domestic verifications. Depending on client preferences, if the institution is non-responsive or our processor is unable to obtain accurate contact information, our processor will reach out to the client to get additional information (or applicant with client approval) or instructions on how to proceed with the verification.

*Disclaimer:* This verification can be delayed if institutions are hard to locate, if they do not promptly return calls or if verifications are processed by mail only. The accuracy of the verification can be affected if the applicant attended 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.

*Third Party Verifiers:* Many higher education institutions outsource verification information to third party verifiers. Any applicable third-party fees are not included in AccuSourceHR™ pricing and will be passed through to client.

### International Employment Verifications

*Service:* Verifies a person's past and/or present work experience which can let employers know if applicant is being honest about length of employment.

*Source:* Direct contact with the employer's Human Resources Department or through online/automated verification systems. Processors utilize email and appropriate translation devices to communicate internationally.

*Information Verified:* Information can include dates of employment, position, salary, reason for leaving, eligibility for rehire, disciplinary action taken, dependability, and general work duties.

*Methodology:* Verification of international employment is lengthier than domestic verifications. Depending on client preferences, if the employer is non-responsive or our processor is unable to obtain accurate contact information, our processor will reach out to the client to get additional information (or applicant with client approval) or instructions on how to proceed with the verification.

*Disclaimer:* 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 the employer's policies.

*Third Party Verifiers:* Many mid to large scale employers outsource verification information to third party verifiers. Any applicable third-party fees are not included in AccuSourceHR™ pricing and will be passed through to client.

### International Reference Checks

*Service:* Questioning an applicant's professional references. Professional references are more credible than personal references.

*Source:* applicant-provided reference

*Information Verified:* Can verify applicant's reliability, criminal past, alcohol or drug abuse and character, work habits and work performance.

*Methodology:* Processors contact references by phone interview and ask a series of up to 10 client requested reference questions. The processor generally makes 3 attempts to obtain the reference. Depending on client preferences, if the employer is non-responsive or our processor is unable to obtain accurate contact information, our processor will reach out to the client to get additional information (or applicant with client approval) or instructions on how to proceed with the verification. In some cases, when reference is non-responsive to phone calls, reference information is obtained via email if address is provided by applicant.

*Disclaimer:* This verification can be delayed if references do not promptly return calls/emails.

## Healthcare Industry Searches

### SanctionsSource™ Level 1

*Service:* A search of a government-maintained database of individuals disbarred from participation in government-funded programs searches are conducted. Searches conducted are for federal exclusions databases.

### SanctionsSource™ Level 3

*Service:* A search of a government-maintained database of individuals disbarred from participation in government-funded programs searches are conducted. Searches conducted are for federal and for all fifty (50) states.

### FACIS Level 1

*Service:* OIG, GSA, DEA, FDA, PHS, ORI, TRICARE and OFAC-SDN data, Medicare Opt-Out, State Medicaid sanctions, 42 HEAT sources, 51 AG Notice and Release sources, and state-level procurement/contractor debarment sources.

### FACIS Level 3

*Service:* All sources included in FACIS 1M and the sanctioning boards from all 56 U.S. jurisdictions across all provider types. FACIS (Level 1M) Includes: OIG, GSA, DEA, FDA, PHS, ORI, TRICARE and OFAC-SDN data, Medicare Opt-Out, State Medicaid sanctions, 42 HEAT sources, 51 AG Notice and Release sources, and state-level procurement/contractor debarment sources.

### Office of Inspector General's (OIG)/General Services Administration (GSA) Exclusion List Check

*Service:* A search of the OIG exclusion list for individuals/entities that currently cannot participate in federally funded health care programs.

*Information Source:* The exclusion list is searched directly through the HHS Office of the Inspector General.

*Information Verified:* Reasons for individuals to be included on the exclusion list can include convictions for program-related fraud and patient abuse, licensing board actions and default on Health Education Assistance Loans.

*Disclaimer:* The exclusion list is updated on approximately the 10<sup>th</sup> of every month, so there may be discrepancy in individuals named that are awaiting re-instatement.

### Nurse Aide Registry Check

*Service:* Verification of registration in good standing and eligibility for enrollment (or re-enrollment) of nurse aide.

*Information Source:* state nurse aide registry

*Information Verified:* Information varies by state but can include name, aliases, and location of registration, status, any restrictions, and records of abuse, neglect or misappropriation.

*Methodology:* Searches done by name, SSN, or license number depending on state.

*Disclaimer:* Not all states have a nurse aide registry. Some states verify information by mail only, which can cause a delay. Not all states update their registries regularly causing possible discrepancies in information.

## Continuous Monitoring Services

### CrimSource™ Continuous Criminal Monitoring

*Service:* A perpetual search for pending or disposed criminal record information through direct access to county court, federal court, and other court record data from thousands of US jurisdictions.

*Source:* County court, federal court, and other direct court record databases from thousands of US jurisdictions.

*Information Verified:* Pending case information and disposed charges.



*Methodology:* Utilizing proprietary software, AccuSourceHR™'s team of professional in-house researchers monitor court records at thousands of courts across the United States to identify any new records matching identifier data belonging to a pool member. Additional identifiers are utilized, as available, to confirm a record match at the source. Clients are notified of any new activity associated with its pool members. The type and depth of information available may vary based on jurisdiction and source.

*Note:* Currently, 92.31% of US courts are covered by continuous criminal monitoring with continuous growth of jurisdictional coverage. Under FCRA guidelines, any records found utilizing database sources must be validated and confirmed at the direct record source prior to use in employment decisions. If a record potentially belonging to the screening subject is identified through the CrimSource™ Continuous Criminal Monitoring search, the current status of the record must then be confirmed at the court of record (additional fees will apply).

### *SanctionsSource™ Continuous Healthcare Sanctions Monitoring – Level 1*

*Service:* Continuous review of federal exclusions, sanctions, and debarment databases, including OFAC, OIG/LEIE, GSA, EPLS, SAM, FDA, BIS, DEA, and state Medicaid sanction databases.

*Source:* Federal exclusions, sanctions, and debarment databases, including OFAC, OIG/LEIE, GSA, EPLS, SAM, FDA, BIS, DEA, and state Medicaid sanction databases.

*Information Verified:* Individuals excluded or debarred from federally funded healthcare programs, and individuals or entities convicted of criminal offenses, including Medicare or Medicaid fraud, any offenses related to the delivery of items or services under Medicare, Medicaid, SCHIP, or other state healthcare programs; patient abuse or neglect; felony convictions for other healthcare-related fraud, theft, or other financial misconduct; and felony convictions relating to unlawful manufacture, distribution, prescription, or dispensing of controlled substances.

*Methodology:* AccuSourceHR™'s team of professional in-house researchers monitor federal exclusions databases for individuals excluded or debarred from participation in government-funded healthcare programs to identify any new criminal offenses matching identifier data belonging to a pool member. Additional identifiers are utilized as available, to confirm a record match at the source. Once confirmed, employers are notified of any new criminal healthcare activity associated with its pool members.

*Note:* Under FCRA guidelines, if a record potentially belonging to the screening subject is identified through the SanctionsSource™ Continuous Healthcare Sanctions Monitoring Level 1 search, the status of the record must then be confirmed at the direct source of record (additional fees will apply).

### *SanctionsSource™ Continuous Healthcare Sanctions Monitoring – Level 1*

*Service:* A continuous review of federal exclusions sanctions and debarment databases, including OFAC, OIG/LEIE, GSA, EPLS, SAM, FDA, BIS, DEA, state Medicaid sanction databases, and state licensing and board disciplinary actions for all SO states.

*Source:* Federal exclusions, sanctions, and debarment databases, including OFAC, OIG/LEIE, GSA, EPLS, SAM, FDA, BIS, DEA, state Medicaid sanction databases, and state licensing and board disciplinary actions for all SO states.

*Information Verified:* Individuals excluded or debarred from federally funded healthcare programs, and individuals or entities convicted of criminal offenses, including Medicare or Medicaid fraud, any offenses

related to the delivery of items or services under Medicare, Medicaid, SCHIP, or other state healthcare programs; patient abuse or neglect; felony convictions for other healthcare-related fraud, theft, or other financial misconduct; and felony convictions relating to unlawful manufacture, distribution, prescription, or dispensing of controlled substances.

*Methodology:* AccuSourceHR™'s team of professional in-house researchers monitor state and federal exclusions databases for individuals excluded or debarred from participation in government-funded healthcare programs to identify any new criminal offenses matching identifier data belonging to a pool member. Additional identifiers are utilized, as available, to confirm a record match at the source. Once confirmed, employers are notified of any new adverse healthcare activity associated with its pool members.

*Note:* Under FCRA guidelines, if a record potentially belonging to the screening subject is identified through the SanctionsSource™ Continuous Healthcare Sanctions Monitoring Level 3 search, the status of the record must then be confirmed at the direct source of record (additional fees will apply).

## Form I-9 & e-Verify

### *I-9 Employment Eligibility Verification (e-Verify)*

*Service:* Form I-9 Compliance provides the newest, most efficient methods of responding to the federal Immigration Reform and Control Act and enables employers to easily confirm the legal right to work status of newly hired employees. The Immigration Reform and Control Act legally mandate that U.S. employers verify the employment eligibility status of newly hired employees and makes it unlawful for employers to knowingly hire or continue to employ unauthorized workers.

*Information Source:* e-Verify

*Information Verified:* employment eligibility status.

### *I-9 Employment Electronic Form*

*Service:* An electronic management of I-9 forms moves a traditionally paper-based process to a secure and efficient electronic solution.

*Methodology:* This service provides notifications to facilitate completion of I-9 forms and alert the employer of I-9 maintenance needs. Key product features include error-detection, email alerts pertaining to expired work documents and click-to-sign e-signature.

## Drug Testing

### *Urine Drug Testing*

eCup

- Instrumented rapid 5-panel test (Marijuana, PCP, Opiates, Amphetamines, Cocaine)
- Turnaround time is approximately 15 minutes for confirmed negative results and 24-72 hours if further lab testing is required (*cannot be expedited*)
- Requires donor to present with ePassport only.

### Non-DOT Lab-Based

- Not regulated by the Department of Transportation
- Various panels available
- The clinic collects the specimen and sends it to the lab for testing.
- Turnaround time is approximately 24-72 hours (*cannot be expedited*)
- Lab confirmed positive tests will report to the MRO for medical review (refer to below information for eMRO processes)
- Can be electronically scheduled.

### DOT Lab-Based

- Regulated by the Department of Transportation
- DOT Panel (5 panel + MDMA + 6AM) ONLY
- Requires a federal chain of custody.
- The clinic collects the specimen and sends it to the lab for testing.
- Turnaround time is approximately 24-72 hours (*cannot be expedited*)
- Lab confirmed positive tests will report to the MRO for medical review (refer to page for eMRO processes)
- MRO copy of chain of custody must be attached to the result prior to releasing.
- *NOTE: Ultimately it is the employer's responsibility to learn and comply with the DOT guidelines that pertain to them.*

#### eScreen Process for Obtaining MRO Copy of Federal Chain of Custody Forms

1. Clinics are instructed to fax the MRO copy to eScreen within 24 hours of the collection.
2. If not received after 24 hours of the collection, three automated fax reminders are sent to the clinic: one every 48 hours.
3. If not received after 48 hours of the collection, the eScreen Resource and Recovery Team will also make three requests by phone.
4. If the chain of custody form has not been received within 30 days of the collection date and the above attempts to obtain it have been unsuccessful, then the result will be released as Cancelled No CCF per DOT regulations.

## Breath Alcohol Testing

- Breath alcohol tests (BAT) are completed using a breathalyzer. Once complete, the clinic is instructed to fax the breath alcohol form to eScreen within 24 hours.

## Hair Test

- An alternative to a urine collection. Used if your policy requires it, unique circumstance with donor, unable to provide urine specimen, etc.
- Lab-based, not instant
- Turnaround time for hair is usually 1-3 business days once received at the lab (similar to urine).

## Saliva Test

- An alternative to a urine collection. Used if your policy requires it, unique circumstance with donor, unable to provide urine specimen, etc.
- The donor must bring a paper chain of custody form and oral/saliva kit to the collection site for every collection (these are provided by eScreen, and *kits are chargeable*)
- Lab-based or instant (depending on panel)
- Turnaround time for oral/saliva is usually 1-3 business days once received at the lab (similar to urine).

### eMRO

For clients using eScreen's contracted MRO, all confirmed positive lab results will report to eMRO prior to reporting to the employer. The MRO will make three attempts in 72 business hours to contact the donor to discuss the positive result. Each interview is conducted using the MRO module of eScreen's web-based screening software, eScreen123. This ensures a consistent review process across all results.

During the interview, the MRO will question the donor to determine if there is a legitimate medical explanation for the test results. Any prescription information provided by the donor will be confirmed with the originating pharmacy. In accordance with the interview findings and relevant prescription information, the MRO will make a final determination of the result. Once the result has a verified disposition, it will be reported to the employer. If the MRO is not able to reach the donor then the result will be held open for an additional 72 business hours to allow the donor to call back. If an interview has not been conducted after that timeframe, then the result will be released as positive- UTCD (unable to contact donor).

### Onsite

- Lab-based collections performed at a place of work.
- Complete the Onsite Event Request Form provided by your account management team.
- Three business days advance notice is required or a rush fee will apply.

Approved by the Board of Commissioners of Effingham County, Georgia  
this 6th day of January, 2025

DAMON M. RAHN, CHAIRMAN AT LARGE