# REFERENCE SERVICES, INC.

# Product Descriptions

**Our “Criminal Packages” include the following:**

## Nationwide Criminal Search

This report is compiled from over **1.2 billion records from 2200+ sources**, including Counties, Department of Corrections (DOC) and Administration of the Court (AOC). It identifies state felony convictions, including incarceration. **It also includes other national, international, state and federal searches, including the following:**

**Sex Offender Registry (SOR) – Included with Nationwide Criminal Report**

This report identifies sex offenders by searching records in all 50 states, Washington, D.C., Guam and Puerto Rico. (Photos are also included.) **With over 900,000 sex offenders in the U.S. frequently on the move according to National Center for Missing and Exploited Children, this information is critical for every employer, regardless of position or industry.**

**OFAC Patriot Act Search (Office of Foreign Assets Control), OIG (Office of the Inspector General) & Other Key Sources -- Included with Nationwide Criminal Report**

A powerful high-speed search of U.S. and foreign sanctions and **watch lists** including the **Office of Foreign Assets Control “OFAC” – A global security watch list for terrorism, international narcotics traffickers and other security threats.** It also includes SDN List (Specially Designated Nationals – which is a list of individuals and companies owned, controlled or acting on behalf of targeted countries). Others include the U.S. Department of Labor – Forced & Child Labor List, U.S. Department of the Treasury – Primary Money Laundering Concern List, Federal Reserve Board Enforcement Actions List, FDIC – Failed Bank List, National Credit Union Administration – Administrative Orders List, the Australian Reserve Bank Sanctions List, Bank of England Sanctions List, Debarred Parties List, Denied Persons List, European Union Terrorism Sanctions List, **FBI Fugitive List,** OIG – Department of Health & Human Services Exclusion List (FACIS Level 1M), Interpol Most Wanted, Office of Thrift Supervision, OFI (Canadian Sanctions List), UN Consolidated Sanctions List, US General Services Administration (GSA) Excluded Parties List (EPLS), and World Bank Listing of Ineligible Individuals.

**NOTE: This source list is NOT all-inclusive. There are 2200+ sources that make up the data contained in this report.**

## Social Security Trace

The SSN Trace provides the state and year of Social Security Number issuance, even when the number does not match the applicant information provided**, in addition to an expanded address history for the life of the SSN**. **This expanded address history shows all of the addresses where an applicant has resided and is used to select the counties to run for the manual County Courthouse Search.** All records are also indexed against a deceased registry to verify validity. **The SSN Trace is also a great tool for ensuring an applicant isn’t intentionally omitting an address from an application, where criminal activity may have occurred.**

## County Criminal Search

This is a jurisdictional **search** of the court records in any one of the more than 3,347 counties in the United States. **These records provide the most up to date information available and include pending charges, dismissed charges *and* any deferred charges (such as drug charges that may be deferred due to the offender’s willingness to complete a deferral program such as probation or rehabilitation).** **A Nationwide Criminal Report will only capture convictions, so a County Search is essential in obtaining information about pending charges.** Cases held at the County level include felonies and misdemeanors as well ascriminal traffic offenses. **HR best practices recommend doing searches for 7 years of address history per applicant, but ultimately the decision belongs to the client, and we are happy to guide clients through that decision-making process based on their particular needs and concerns.** Cost does not include any county fees, which if applicable will be passed straight through to the client.

Note: Research shows that on *average* an individual-lives in 2 – 3 counties in 7 years.

## National Federal Criminal

PACER Database – Public Access to Court Electronic Records

This is a repository search for federal criminal cases files in U.S. District Courts nationwide. U.S. District Courts are trial courts for matters involving federal law. **A federal search is also the only way to find high level drug charges that are prosecuted by the FBI – such as meth rings, drug manufacturing & selling across state lines, chemical theft, hospital/pharmacy drug theft, etc**., as well as other major crimes such as money laundering, espionage, fraud, counterfeiting, embezzlement, gang violence, etc. **PLEASE NOTE: Most Federal courts do NOT record personal identifying information and therefore this information is a NAME MATCH ONLY. For that reason, we recommend that the data from this report is used with caution and the understanding that a NAME ONLY match may not be a valid data source.**

**\*Required for Banks under FDIC Section 19 rule. Will only show hit / no hit report.**

# other recommended products & Services

**Continuous Court Records Monitoring**

Building upon innovations in automation, RSI is now pleased to offer our customers a true, continuous court records monitoring service that fundamentally changes how companies evaluate reported criminal activity related to their employees. Delivered through a fully customizable and intuitive user interface, continuous court records monitoring combines traditional arrest data with robust county- and jurisdiction-level court data, giving your organization a complete, actionable picture of the adjudication process to manage the hiring and evaluation of future or current employees.

## Driving History (MVR)

Driving records are available in all 50 states. These reports can include records of minor traffic violations, as well as felonies, DUI’s and suspended licenses. Unless otherwise specified, records go back 3 years. If you have employees driving a company vehicle, driving clients, or operating equipment, we highly recommend MVR’s. **Each state charges an additional state fee that we pass straight through to our clients. All results are available within 5 minutes, with the exception of IL, AK, CA & MO, which are available early morning the next day.**

## Employment Credit Report

This credit report is for employment purposes only and complies with the FCRA (Fair Credit Reporting Act). It provides address and employment history, social security fraud and public records searches, along with a financial summary. Public records searches can include bankruptcies, liens, judgments and collection. As I’m sure you are well aware, this report should only be run when the job truly justifies it. It is most commonly used for management positions, cashiers, accounting, etc. – positions that will either accept or make payments, handle cash or be privy to sensitive company financial information.

## Verification of Employment

We specialize in contacting an applicant’s prior employer(s) and conducting phone interviews to verify the applicant’s previous or current employment, including start and end dates, title, salary and eligibility for rehire. Prices are per employer contacted. Many clients find our verification services invaluable based on the amount of time they can spend tracking down the appropriate person to verify info, exchanging voice mail messages, etc. Custom questions can also be asked by our Specialists at no extra cost. Any third-party fees are passed straight through to our clients, when applicable.

## Verification of Education

## Our specialists will verify education, confirming dates of attendance and highest degree completed. Cost is per verification. Any third-party fees are passed straight through to our clients, when applicable.

National Student Clearinghouse - $9.95 - $14.95

This is a third-party company who manages education verification services for colleges & universities across the country. When a college subscribes to this service, as many do, transcript and processing fees are charged, ranging in price from $9.95 - $14.95, depending on the school.

## Verification of Professional License

We will verify the license(s) held, licensure status, expiration date and other information as provided by the licensing agency. Cost is per verification.

## Reference Checks – Personal/Professional

## Our Specialists are trained to contact personal and/or professional references and verify all information submitted, as well as ask pertinent questions to identify key information of interest. We can customize the questions if needed.

## E-Verify I-9 Verification

# I-9 data is used to check work eligibility status through E-Verify. E-Verify is an internet-based system operated by the Department of Homeland Security in partnership with the SSA that allows participating employers to electronically verify the employment eligibility of their newly hired employees. RSI can act as your agent to conduct verifications through this system. E-Verify can only be conducted POST hire, and must be completed within 72 hours.

# Additional Products & Services

## Nationwide Criminal with Alias

Nationwide with Alias is a multi-faceted search that combines National search with the known aliases provided from an SSN trace. The process begins with a full SSN Trace to obtain verification of the SSN and a list of alias names, including maiden names. We then use this information to make a final pass through our National criminal database.

## Sex Offender Registry (SOR)

## With the Sex Offender Registry search, you will get information from 50 states (plus Washington, D.C.), Guam, and Puerto Rico, all with photos.

**NOTE: SOR information is also found in the Nationwide Criminal Report.**

## Suits, Liens & Judgments (County Civil – Lower Court)

County Civil Search examines the county civil courts’ index for civil lawsuits, liens, and judgments (not divorces). By searching the court of general jurisdiction, it can be determined whether the individual or business has been the defendant in a civil lawsuit and the outcome of the case. The report includes: Plaintiff, Complaint, Civil Case Type and Judgment. Cost does not include any county fees, which if applicable will be passed straight through to the client.

## Statewide Criminal Search

This search contains criminal record information from a variety of reporting agencies throughout a single state. **Sources and data will vary by state.** Some sources include AOC’s, judicial branches, Departments of Law Enforcement, Crime Information Centers, State Police Departments, Departments of Public Safety and State Bureaus of Investigation**.** Records *may* contain trial court information for state, civil, criminal and traffic courts, and include active and disposed cases. Cost does not include any applicable state fees, which will be passed straight through to the client if appropriate. Turnaround time varies by state.

## Social Media Hiring Report - NEW

An FCRA compliant background check that reviews public online content for racism/intolerance, violence, sexually explicit and potentially illegal activity. Our reports present actionable adverse information, allowing companies to make better informed hiring decisions while protecting them from unnecessary risk.

Report is limited to United States.

###  Pro Report No Limit to sites reviewed 7 Year Scope

###  Basic Report Top 5 sites reviewed 3 Year Scope

# Menu Items by industry – DOT (FMCSA)

## DOT Employment Verification

We are experts in the area of DOT Employment Verification, which has rules and regulations specific to the Department of Transportation. This service verifies the applicant’s previous Department of Transportation (DOT) related employment: start date, end date, title, salary, eligibility for rehire, and reason for leaving, in addition to DOT regulated questions regarding crash history and drug and alcohol testing compliance. A separate written consent by the applicant driver is required.

## DOT PSP (Pre-Employment Screening Program) Report

The DOT PSP Detailed Report comes from the Federal Motor Carriers Safety Administration’s (FMCSA) Motor Carrier Management Information System (MCMIS) to helps motor carriers (employers) review driver’s crash and safety records during the hiring process. This report is filled with great information such as crash details, carrier name, number of fatalities, number of injuries, inspection result details, and vehicle safety violations. A separate written consent by the applicant driver is required.

# CDLIS

**Commercial Driver’s License Information System Records (CDLIS): Gather all records related to an individual’s commercial driver license history.** The CDLIS is a database administered by the American Association of Motor Vehicle Administrators (AAMVA) and checks for prior licenses, to verify their current CDL and review up to three prior licenses held by the driver. A federal mandate requires all states to store information in CDLIS about the commercial driver’s licenses they have administered.

# Menu Items by industry – HeALTH CARE

## Med Ex (OIG LEIE Database - Medical Exclusion List)

**The Office of the Inspector General’s List of Excluded Individuals/Entities list includes individuals and businesses excluded from participating in federally-funded healthcare programs.** This report is a must use for any healthcare business that participates in Medicare or other federally funded health programs. **The OIG includes the OI (Office of Investigations) that conducts criminal, civil and administrative investigations of fraud and misconduct related to HHS programs, operations and beneficiaries.** State of the art tools and technology assist OIG investigators around the country and help OI meet its goal of becoming the world’s premier health care law enforcement agency. Data is updated monthly. Results may include name, address, DOB, professional classification, profession specialty, exclusion type, exclusion date and reinstatement name. Searches are based on a name match.

**NOTE: OIG LEIE information is included in our NATIONWIDE CRIMINAL SEARCH.**

## Med Ex Plus – (FACIS 1)

In addition to all of the information listed above in the basic Med Ex report, the OIG Plus includes additional sanctions from GSA, FDA Disqualified or Restricted List, FDA Debarment List, DEA List 1 Chemical, DEA SCA & Retired Registrant List, Tricare Sanction List, SAM / EPLS and PHS Administrative Actions Listing.

## Med Ex Pro (FACIS 1m) - Med Ex Plus 40+ States License Search

This report contains all of the information in the Med Ex Plus, in addition to a search for disciplinary action and sanction listings available for all 50 states, consisting of over 900 available regulatory and certification agencies.

## Med Ex Complete (FACIS 3) – Med Ex Pro plus Board Actions

 This report contains all of the information in the Med Ex Plus, in addition to a search for disciplinary action and sanction listings available for 40+ states, consisting of over 900 available regulatory and certification agencies. This includes information on disciplinary actions ranging from exclusions and debarments to letters of reprimand and probation. This search is inclusive of more than 800 sources in 50 states.

## Nurse Aid Registry Check

The Certified Nurse Aide Registration Program ensures that certified nurse aides meet the qualifications for a certified nurse aide and are appropriately registered on the Aide Registry.

# Menu Items by industry – Business to Business

## Business Credit Summary

The Intelliscore Plus report, provided by Experian, provides access to the most predictive business scores and is critical for companies to make quick, reliable credit decisions and manage portfolios. **IntelliScore Plus is a predictive risk management tool that assesses more than 800 variables – resulting in an unparalleled view of your prospects and customers. It provides a highly predictive summary of business credit information, legal filings and collection.** It is available with a blended score – with both business owner and business information. **All data is third party sourced to ensure that information is accurate and unbiased.** Experian accepts no self-reported data.

## Business Reference Check

Our specialists will verify information about your prospective business clients and partners, including payment history and timeliness along with account balances and other pertinent information as provided by the reference. Cost is per verification.

## \*Plus fees where applicable

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**RSI DRUG SCREENING SERVICES**



- One of the first truly integrated electronic drug testing solution providers in the industry. They offer both drug testing (DOT and non-DOT) and medical services (physicals) through the largest network of clinic providers – over 9,000 eScreen Occupational Health Network clinics**. Their cutting edge, cost saving eCup, in lab device, removes the worry of human error with electronic check in and COC. It also delivers negative results in 15 minutes.** Their user-friendly software is ahead of its time, offering scheduling, and real time monitoring of clinic arrival, collection and results reporting. eScreen also manages 2 of the largest DOT programs in the country, as well as many for our clients, one of whom is a multi-billion dollar corporation.

**eScreen is our go-to partner for pre-employment drug testing, DOT drug and physicals, as well as other basic drug screening services (BAT, post-accident, etc.), when a client has multiple locations, and needs quick and easy set up and monitoring of results.**

**DRUG SCREENING PRODUCTS & SERVICES**

**PANEL 1200 - 5 PANEL eCup URINALYSIS**

Instant Testing (administered in clinic – 15 minute results)

* **Amphetamines**
* **Cocaine**
* **Opiates (2)**
	+ **Codeine, Morphine**
* **Phencyclidine**
* **Marijuana**

GC/MS confirmation, electronic results reporting, data management – includes MRO review services.

**\*In-network price – Tier 2 and OON (Out of Network) priced higher**

**PANEL 1200 - Standard 5 Panel Lab Based Testing**

GC/MS is performed at designated SAMHSA Certified Laboratories.

Lab based testing for 5 drugs of abuse, including:

* **Amphetamines**
* **Cocaine**
* **Opiates (2)**
	+ **Codeine, Morphine**
* **Phencyclidine**
* **Marijuana**

GC/MS confirmation, electronic results reporting, data management – includes MRO review services.

**\*In-network price – Tier 2 and OON (Out of Network) priced higher**

**PANEL 1203 - Standard 7-Panel Drug Test**

GC/MS is performed at designated SAMHSA Certified Laboratories.

Lab based testing for 7 drugs of abuse, including:

* **Amphetamines**
* **Cocaine**
* **Opiates (4)**
	+ **Codeine, Morphine, Hydrocodone, Hydromorphone**
* **Phencyclidine**
* **Marijuana**
* **Benzodiazepines**
* **Barbiturates**

GC/MS confirmation, electronic results reporting, data management – includes MRO review services.

**\*In-network price – Tier 2 and OON (Out of Network) priced higher**

**PANEL 3499 7-Panel Non-DOT Drug Test**

GC/MS is performed at designated SAMHSA Certified Laboratories.

Lab based testing for 7 drugs of abuse, including:

* **Amphetamines**
	+ **MDMA/MDA**
	+ **6-AM**
* **Cocaine**
* **Opiates / Opioids**
	+ **Codeine, Morphine, Heroin /**
* **Oxycodone/Oxymorphone**
* **Hydrocodone/Hydromorphone**
* **Phencyclidine**
* **Marijuana (Cannabinoids (THC))**

GC/MS confirmation, electronic results reporting, data management – includes MRO review services.

**\*In-network price – Tier 2 and OON (Out of Network) priced higher**

**PANEL 1205 9-Panel Drug Test**

GC/MS is performed at designated SAMHSA Certified Laboratories.

Lab based testing for 9 drugs of abuse, including:

* **Amphetamines/Methamphetamines**
* **Cocaine**
* **Extended Opiates (4)**
	+ **Codeine, Morphine, Hydrocodone, Hydromorphone**
* **Phencyclidine**
* **Marijuana**
* **Benzodiazepines**
* **Barbiturates**
* **Methadone**
* **Propoxyphene**

GC/MS confirmation, electronic results reporting, data management – includes MRO review services.

**\*In-network price – Tier 2 and OON (Out of Network) priced higher**

**NOTE:** **A *10 panel test is available*, but unnecessary, as the 10th drug tested is Methaqualone, a drug that hasn’t been seen in the U.S. in the last 30 years.**

**PANEL 5000 5-Panel DOT Lab Based Drug Test**

Effective January 1, 2018 The U.S. Department of Transportation changed the DOT standard drug test. GC/MS is performed at designated SAMHSA Certified Laboratories.

DOT Standard includes Lab based testing for the 5 basic panel drugs including:

* **Amphetamines**
	+ **MDMA/MDA**
	+ **6-AM**
* **Cocaine**
* **Opiates / Opioids**
	+ **Codeine, Morphine, Heroin /**
* **Oxycodone/Oxymorphone**
* **Hydrocodone/Hydromorphone**
* **Phencyclidine**
* **Marijuana (Cannabinoids (THC))**

GC/MS confirmation, electronic results reporting, data management – includes MRO review services.

**\*In-network price – Tier 2 and OON (Out of Network) priced higher**

Under ‘Opioids’, previously ‘Opiates’, DOT testing will continue to include confirmatory testing, when appropriate, for Codeine, Morphine, and 6-AM (heroin). DOT added initial and confirmatory testing for the semi-synthetic opioids Hydrocodone, Hydromorphone, Oxycodone, and Oxymorphone to this Opioids group. Some brand names for the semi-synthetic opioids include OxyContin®, Percodan®, Percocet®, Vicodin®, Lortab®, Norco®, Dilaudid®, Exalgo®.

**DOT Random Program Management**

**Annual Set-Up Fee**

**No additional monthly costs**

**DOT or DOT “look alike” Physicals**

**Comprehensive DOT medical physicals that meets all federal DOT requirements. Includes medical review.**

Non-DOT medical physical mirrors the DOT physical, making it extremely comprehensive.

**DOT Medical Certification Cards/Print Outs are provided.**

**ON-SITE Drug Testing Services**

**On-site drug testing is available and is priced by event.**

72 business hours advance notice is required. If this time is not met a rush charge plus collection fees will be incurred.

For cancellation less than 48 business hours before collection, a minimum charge will apply.

**BREATH ALCOHOL TESTING**

**Breath Alcohol Testing is available at partner clinics nationwide for DOT and non-DOT purposes. Includes CG/MS confirmation, electronic results reporting and data management. Screening and GC/MS is performed at a designated SAMHSA certified laboratory. Includes MRO review services.**

On-site emergency Breath Alcohol Testing is available is some areas.

**ORAL FLUID PROFILES**

**Lab based Oral Fluid Profiles collect oral fluid (saliva) with an easy to administer device that takes approximately 10 minutes for collection, and is then overnighted to Alere Labs in prepaid containers.**

These devices are FDA approved, but may not be used for DOT testing. They are ideal for randoms for clients in any industry that is not DOT regulated.

Oral fluid collection has now overcome all of the drawbacks of urine collection (privacy, convenience, time) and has proven to be just as competent with this lab based test.

**Both 5 & 9 Panel options are available:**

**5 Panel includes – Cannabinoids (THC), Cocaine, Methamphetamine, Opiates & Phencyclidine (PCP)**

**9 Panel includes – Cannabinoids (THC), Cocaine, Methamphetamine, Opiates, Phencyclidine (PCP), Methadone, Barbiturates, Benzodiazepines,
& Propoxyphene**

**Hair Follicle Testing**

**Hair testing is available at eScreen designated lab.**

Includes laboratory screening and confirmation and electronic results that feed into the eScreen system for reporting. Includes MRO review services.

**Shipping is not included in pricing.**

**Both 5 and 7 panel hair testing is available.**

**SYNTHETIC DRUGS**

 **K2 (Synthetic Marijuana)**

**K2 can be added on to another test or be done as a stand-alone. Turnaround time is a bit slower at 5 – 7 days.**

 **Bath Salts**

* **Bath Salts can be added on to another test or be done as a stand-alone. Turnaround time is a bit slower at approximately 5 days.**

**ADDITIONAL PRODUCTS AND SERVICES AVAILABLE:**

Hair follicle testing, audiograms, 4 types of vision tests, OSHA Respirator Questionnaire Completion, Pulmonary Function Testing/Spirometry, Qualitative and Quantitative Respirator Fit Tests, 2 types of chest X-rays, back X-rays, Kraus Weber Evaluation, TB/PPD testing, Oxford T-Spot, Vaccinations and Titers and many custom panels are also available.