

# What You Don't Know Can Hurt You...



Reduced pricing for KBA members Enter Promo Code: KBA

Protecting our clients is of the utmost importance to Reference Services, Inc. With this in mind, we educate those that we serve regarding what makes a “comprehensive” background check. We refer to this as a ‘Comprehensive Criminal Package.’ This package is the only combination of reports that will protect an employer from negligent hiring liability in a court of law. The package contains a Nationwide Criminal Search, SSN Trace, and County Searches for ALL counties that the applicant has lived in over the past 7 years.

PACKAGES OFFERED	PACKAGE PRICE
<b>Package 1 – Basic Criminal Package / Nationwide Criminal + SSN Trace + One County search</b> <ul style="list-style-type: none"> <li>Nationwide Criminal Search</li> <li>Social Security Trace</li> <li>1 County Search for most recent county of residence</li> </ul> <small>* Price does not include county fees, if applicable.</small>	<b>\$18.00*</b>
<b>Package 2 – Comprehensive Criminal Package / Unlimited County Search for 7 years of residence</b> <ul style="list-style-type: none"> <li>Nationwide Criminal Search</li> <li>Social Security Trace</li> <li>Unlimited County Searches for 7 years of county address history</li> </ul> <small>* Price does not include county fees, if applicable.</small>	<b>\$27.50*</b>
<b>Package 3 – Basic Criminal Package + MVR</b> <ul style="list-style-type: none"> <li>Nationwide Criminal Search</li> <li>Social Security Trace</li> <li>One County Searches for 7 years of county address history</li> <li>Driving History (MVR)</li> </ul> <small>* Price does not include county fees, if applicable.</small>	<b>\$22.50*</b>
<b>Package 4 – Comprehensive Criminal Package + MVR</b> <ul style="list-style-type: none"> <li>Nationwide Criminal Search</li> <li>Social Security Trace</li> <li>Unlimited County Searches for 7 years of county address history</li> <li>Driving History (MVR)**</li> </ul> <small>* Price does not include county fees, if applicable. ** Plus State MVR Data fee (KY \$5.50)</small>	<b>\$31.50*</b>
<b>Package 5 – Drug Screening / 5 Panel eCup</b> <ul style="list-style-type: none"> <li>eCup Instant Testing (administered in clinic)</li> <li><b>Results available in 15-30 minutes</b> Available in installed and tier 2 clinics nationwide</li> <li>9,000+ location nationally</li> </ul>	<b>\$35.50</b>

A one-time online credentialing fee of \$14.95 will be paid by the KBA.



Use promo code: KBA  
[www.referenceservices.com](http://www.referenceservices.com)  
 or call 812-474-9000

**What You Don't Know Can Hurt You... KNOW IT ALL.**



## Background Screening Products & Services

### RECOMMENDED BASE SEARCHES

#### Nationwide Criminal Search

This report is compiled from over 1.2 billion criminal records from 2,200+ sources, including the U.S. Sex Offender Report, OFAC Global Threat List Files and FBI Fugitive List. **To assure accuracy in applicant identity, a Social Security Trace MUST be run in conjunction with the Nationwide Criminal Report.**

#### Social Security Number (SSN) Trace

The SSN Trace provides the state and year of Social Security Number issuance and validates the SSN, in addition to an expanded address history for the life of the SSN. This expanded address history is used to select the counties to run for the manual County Courthouse Search.

#### 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. 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 as criminal traffic offenses. County search records go back 7 - 10 years and are performed from 7 years of applicant address history, provided from the Social Security Trace.

*NOTE: Cost does NOT include any county fees charged by the court jurisdiction, which if applicable will be passed straight through to the client. Price does not include separate county searches for aliases.*

#### Motor Vehicle Report (MVR)

Reports include DUIs, suspended and revoked licenses, felonies and minor traffic violations. Unless otherwise specified, records go back 3 years. All results are available within 5 minutes except IL, AK, PA, CA and MO which are available early morning the next day. Additional state fees apply and vary by state.

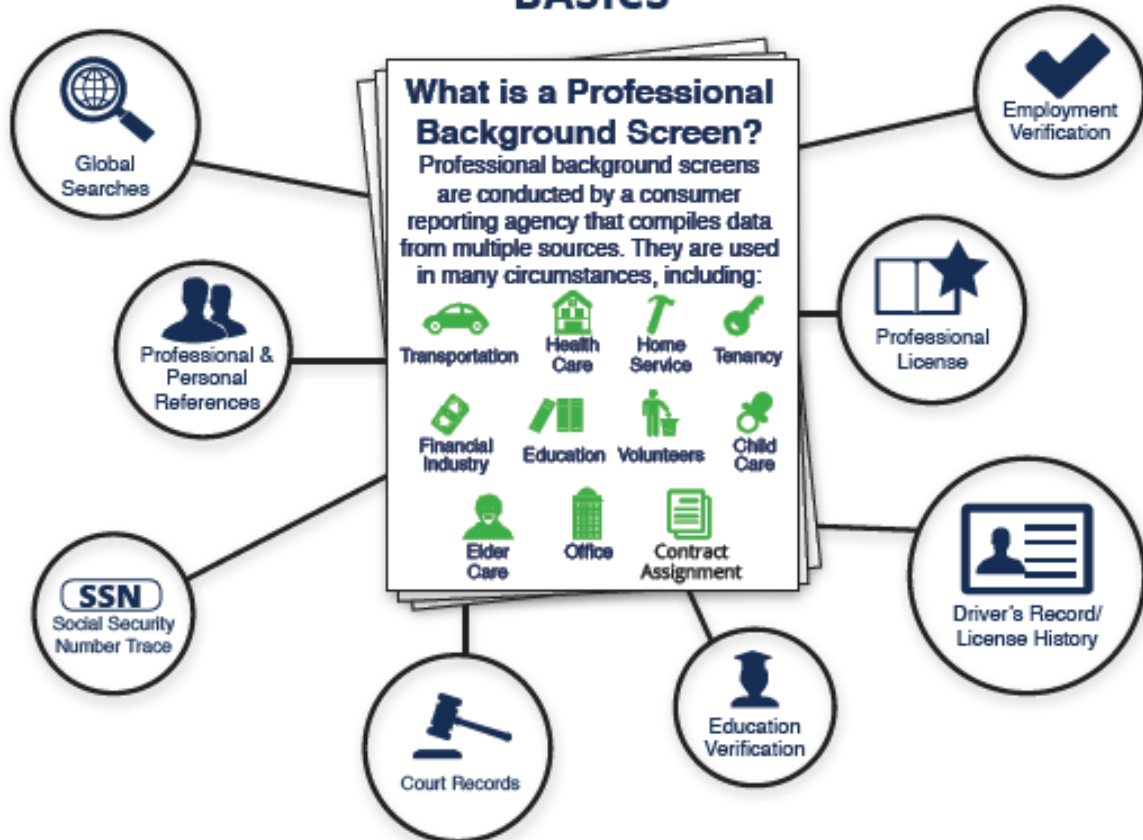
#### Drug Screening Options

eScreen is 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.

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# PROFESSIONAL BACKGROUND SCREENING BASICS



## STEP ONE

Applicant **CONSENTS** to background check and **PROVIDES PERSONAL INFORMATION**



## STEP TWO

Professional Screening Firm uses applicant information to **IDENTIFY AND ADD CHECKS** defined by client scope.



## STEP THREE

Professional Screening Firm **RECEIVES RECORDS** from sources, **PREPARES REPORT** based on legal and client requirements.



## STEP FOUR

Professional Screening Firm **SENDS REPORT** to employer or property manager



## STEP FIVE

**APPLICANT MAY DISPUTE** any aspect of the report



## STEP SIX

Professional Screening Firm must **REINVESTIGATE ANY DISPUTES** at no cost



Removing personal identifiers from public records has unintended negative consequences

From Step One to Step Six, the consumer is involved

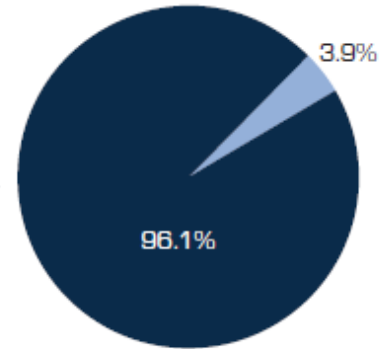


# EMPLOYMENT BACKGROUND SCREENING

The National Association of Professional Background Screeners commissioned HR.com to conduct a survey of 2,301 human resources professionals on their use of employment background screening.

## BACKGROUND SCREENING IS NEARLY UNIVERSAL

96.1% conduct some form of employment background screening.



### 85.7%

screen all full-time employees

### 66.8%

screen all part-time employees

### What is included in a background check?

The top items included in a background check are:



**89.2%**  
County/Statewide Court Records



**84.7%**  
National Criminal Database

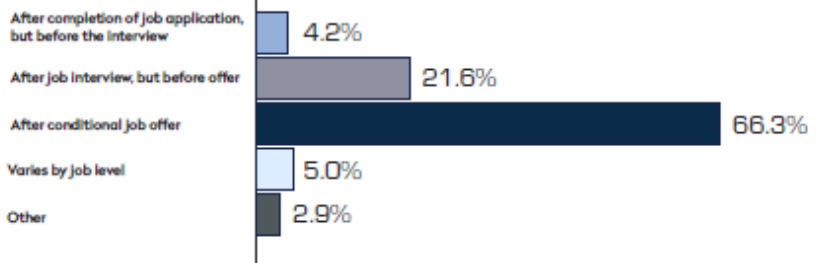


**85.1%**  
Social Security Trace



**66.4%**  
Sex Offender Registry

### When are background screens conducted?



### Why are background screens conducted?



**85.2%**  
Protecting Employees, Customers, etc.



**50.8%**  
Improve Quality of Hires



**37.2%**  
Protect Company Reputation



**36.5%**  
Mandated by Law/Regulations



**36.4%**  
Reduce Theft/Criminal Activity



**19.2%**  
Comply With Customer Contracts

### 95.2%

of HR professionals think it is important or somewhat important for companies to have access to global/international screening capabilities.



This is the third annual HR.com survey commissioned by NAPBS. In 2018, 95% of HR professionals said their organization conducted some form of background screening. 86% screened all full-time employees and 68% screened all part-time employees. The top reasons employers conducted background checks were: protecting employees, customers, etc. (86%), improving the quality of hires (52%), protecting company reputation (38%) and mandated by law/regulation (39%). Look for the full 2019 Survey results to be published in April 2019.