REFERENCE SERVICES, INC.
PRODUCT DESCRIPTIONS

Nationwide Criminal Search w/alias (+ Nationwide Patriot Search)

This report is compiled from over **1.2 billion criminal 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 other national, international, state and federal searches, including the following:**

Sex Offender Report – 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 100,000 sex offenders in the U.S. frequently on the move, 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, 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 as criminal 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.

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 ran 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 previous or current employment, including start and end dates, title, and eligibility for rehire. Prices are per employer contacted. 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. RSI will source The Work Number first and return all results. If there are no results from The Work Number, three (3) attempts will be made to the applicable employer for verification. If unsuccessful, two (2) attempts will be made to contact the candidate for additional verification. An attempt is defined as an individual outreach effort, such as a phone call, email, or other approved method of communication, to obtain the required verification. Each attempt is documented for clients to see.

Verification of Education

Our specialists will verify the level of education requested by our clients, confirming the dates of attendance, degree or credential earned, degree type, major and/or minor (when applicable), and graduation date (if applicable). Most of our clients request verification of the candidate's highest degree completed. Three (3) attempts will be made to contact the applicable educational institution for verification. If verification is unsuccessful after three (3) attempts, two (2) attempts will be made to contact the candidate to request additional information or documentation to assist with verification. An attempt is defined as an individual outreach effort, such as a phone call, email, or other approved method of communication, to obtain the required verification. Each attempt is documented for clients to see.

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 *(Quick References – email only)*

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.

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.

Exit Interview Questionnaire

10-15 questions that can be customized in order to meet clients' needs. RSI team will document answers to questions and return via our online portal in pdf format.

ADDITIONAL PRODUCTS & SERVICES

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.**

Federal Bankruptcy Search

A search of the 94 Federal Judicial District Courts based on the county ordered for bankruptcy records. Searches are performed based on first and last name. Please note that federal courts often do not record personal identifying information and the information is **name match only**.

NOTE: Bankruptcy information is also found in both Employment Credit Reports and Tenant Credit Reports.

Sex Offender Registry (SOR)

With the Sex Offender Registry search, you will get information from 49 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, State & Federal Courts)

The civil search includes the reporting of national bankruptcy, lien and judgement data. This includes data from municipal, county, state and federal courts. Includes Federal tax liens, as well as state tax liens. **PLEASE NOTE: Most Federal courts do NOT record personal identifying information and therefore this information could be 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.**

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

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.

CBSV – Social Security Number Verification

Consent Based SSN Verification (CBSV) - Developed and administered by the Social Security Administration (SSA). This service validates personal identifiers to official source data of the U.S. Federal government. Matches the Name, DOB, and Death Indicator with applicant consent. This important step mitigates fraud and is a deterrent to ID theft. The SSA requires a "Wet" signature from the employee / applicant.

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 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.

FMCSA Clearinghouse

The FMCSA Drug and Alcohol Clearinghouse is an online database that gives employers and government agencies real-time access to information about CDL driver drug and alcohol program violations. The Clearinghouse contains records of violations of drug and alcohol prohibitions in 49 CFR Part 382, Subpart B, including positive drug or alcohol test results and test refusals. When a driver completes the return-to-duty (RTD) process and follow-up testing plan, this information is also recorded in the Clearinghouse. Clients can choose to have RSI act as a Third Party Administrator (TPA) on their behalf to run these queries as required by federal DOT regulations. There are two types of FMCSA Clearinghouse Queries – Limited (annual/ad hoc) and Full (pre-employment/ad hoc).

FMCSA Clearinghouse + 3 Years of DOT Employment History – see above + 3 years of DOT employment history.

Commercial Driver's License Information System (CDLIS) – Gather all records related to an individual's commercial driver license history. Checks for prior licenses, to verify their current CDL and review up to three prior licenses held by the driver.

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 – TENANT SCREENING

Tenant Credit Report

The report includes address and employment history, social security fraud and public records search, along with a financial summary. Public records can include bankruptcies, liens, judgments and collections. This credit report includes FICO score. This report cannot be used for employment purposes.

Landlord/Tenant Search

This search combines multiple data sources of civil eviction records to provide a complete National Eviction Search. This report covers 45 states (not including ND, RI, SC, SD, & VI). Case history goes back 7 years and information returned typically includes the defendant's name, address where evicted, date, judgment amount, disposition status, plaintiff and phone number, plaintiff's attorney and phone number. Landlord/tenant searches are civil records, matched by last name, partial first name and address (current or previous).

Rental Verification

We will verify the applicant's previous rental history, including dates of tenancy, payment history, proper notice, condition of the property and other information as provided by the previous landlord. Cost is per verification.

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**

DRUG TESTING AND OCCUPATIONAL HEALTH SERVICES

Wide variety of drug panels and occupational health services are available.