

Detailed Description of Public and Court Records Available

CIVIL COURT: This is a search, by county or district, at the Municipal, Superior or Federal court levels for lawsuits filed by or against the applicant (plaintiff or defendant). These lawsuits can sometimes reveal information regarding the applicant's past activities and business ethics, wrongful discharge suits against former employers, breach of contracts, etc.

In this day and age of wrongful termination, discrimination, and sexual harassment litigation, this search is recommended to uncover a history of fraudulent lawsuits. Please provide the applicant's full name, any aliases utilized, and areas where the applicant resided, worked, or attended school as an adult.

CRIMINAL COURT: Felony and misdemeanor records search for convictions by county. We search by county for misdemeanor (Municipal Court) and felony (Superior Court) convictions and, when required, a reading of the original court documents to verify identification of the subject and determine the disposition of the case.

Misdemeanor cases are heard in Municipal Court, and felony cases are heard in Superior Court. However, most preliminary hearings for felonies are first heard in Municipal Court. If there is sufficient evidence to support the felony charge, the case is then sent to Superior Court for trial. We recommend a review of both the Municipal and Superior Court because a failure to appear for a preliminary hearing on a felony or a misdemeanor charge would not be detected if only Superior Court records were searched.

Misdemeanor crimes include, among other things, petty theft, assault and battery, and certain drug-related offenses. Felony charges include grand theft, sale and transportation of drugs, embezzlement, and armed robbery, among other more serious crimes.

Two unfortunate realities for today's employers are workplace violence and negligent hiring litigation. By investigating an applicant's criminal background, companies can avoid workplace violence, and can also prove to a court of law that they have exercised their due diligence in the hiring process.

With fast, easy access to this valuable information, our clients can reduce the risk of negligent hiring suits, and reduce the risk of losses caused by employee theft. Employers can be held liable for any damages if an employee poses a threat to the public. Unfortunately, this can hold true even when the employee's transgression occurs outside of the scope of employment.

Information regarding the applicant's full name, aliases utilized, date of birth, and residential/business addresses are required to develop accurate records.

Federal Courts can also be searched for criminal violations of Federal Laws. Embezzlement is often found in these courts.

NATIONAL CRIMINAL WANTS & WARRANTS: Provides information on extradited wants or warrants on the applicant. Please note, enforcement may contact the requester.

BANKRUPTCIES, TAX LIENS, JUDGMENT'S): A search by state for bankruptcies; by county for state and federal tax liens and releases; civil and small claim judgments and satisfactions; foreclosures; notices of default, and unlawful detainers. This search is sometimes done instead of running the consumer credit report.

PROFESSIONAL LICENSE: Verification of professional licenses claimed by the applicant, including license type, date of issue, expiration date, and current status. In some instances, depending on the type of professional license, information is obtained regarding workers' compensation and bond coverage. Please provide the applicant's name, any aliases utilized, the type of license, the state where the license was issued, and, if available, the professional license number. This search will determine if the applicant's professional license is authentic, active or suspended, and discover any complaints, suspensions, or revocations filed against the license.

VERIFICATIONS: In an effort to end countless rounds of phone tag and long-distance calls, we provide our clients with the verifications they require, which frees up their time to focus on critical issues, such as applicant recruitment, employee morale, and much more.

Employment: Leave this time-consuming and frustrating task to us. We will verify employment at companies listed by the applicant. This check verifies dates of employment, position, supervisor, last salary earned, eligibility for re-hire, and reason for leaving by contacting either the personnel department or the former supervisors. References can also be obtained. Please provide the applicant's full name, social security number, and fully completed employment application (dates, locations, supervisor names, etc.)

Education/Academic Verification: Verifies the level of educational achievement, the place of education, type of degree, dates of attendance, and date of graduation. Please obtain the full name utilized by the applicant while attending school, his/her social security number, the location of the school, the year graduated, and information regarding the degrees/certificates received to ensure accurate results. Please note, occasionally the applicant's signature may be

required. Also, in some instances, this search may determine if a degree has been withheld due to financial obligations to the school.

Personal References: Interviews with personal references provided by the applicant, including former fellow workers. Includes all information collected on the character of the applicant, based on the interaction with the references provided. This provides our clients with information as to how their applicants are perceived by others who know them, have worked with them, or who have done business with them.

MILITARY SERVICE: Verifies branch of service, dates of service and character of discharge.

CORPORATE RECORDS SEARCH: Verifies, through the NY Secretary of State's Office, affiliations the applicant may have/had with NY corporations, in the capacity of officers, directors, or agents for service of process.

UCC FILINGS: Verifies any type of UCC filings the applicant may have on record with the NY Secretary of State's Office, i.e., financing statements, state tax liens, etc.

FICTITIOUS BUSINESS: Verifies any fictitious business name filings in which the applicant is/was listed as the owner.

BUSINESS LICENSING: Verifies the existence of a city business licenses issued to the applicant and/or their business.

STATE BOARD OF EQUALIZATION: Verifies if the applicant was issued a sales tax permit for a business that is/was required to pay state sales tax.

OSHA: The Occupational Safety & Health Administration reports on the status of safety and hazard matters of individuals and companies in the medical, dental, automotive, and construction business. Pending complaints are also reported.

BUSINESS CREDIT REPORT: Provides information on a business' credit history, lines of credit, types of credit, and overall payment history, including length of time past due, and amounts past due.

If you would like the information returned by Federal Express, UPS, or another delivery messenger, please include the name of the messenger service, and your account number.