

***Personnel Screening Services***

“The Total Solution for your company’s peace of mind”

Tel: 1-877-385-3200 • Fax: 1-877-385-3300

**CLIENT FAX COVER / REQUEST SHEET**

Pages Faxed: \_\_\_\_\_

Date: \_\_\_\_\_

From: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Please use this cover sheet to attach to completed and signed Authorization Form. Fax directly to us toll free at **1-877-385-3300**. All reports are faxed back to client, unless otherwise stated in Special Instructions below.

Client Special Instructions \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

**Please mark the package appropriate for your needs.**

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**\$29.95**

**Starter Package**

- ☐ Verification of Social Security Number
- ☐ Social Security trace report-address history
- ☐ National sex offender registry check
- ☐ Public Filings / Unlawful Detainers
- ☐ Verify right to work status

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**\$49.95**

**Complete Security Package**

- ☐ Full Criminal Background Check – County /State / Federal
- ☐ Nationwide Criminal Check –Arrest / Convictions /Warrants
- ☐ Office of Foreign Asset Control / S.D.N. List --Checked
- ☐ Verify Previous Employment –Ten Year / Salary History
- ☐ National sex offender registry check
- ☐ Verification of Social Security Number
- ☐ Social Security trace report-address history
- ☐ Professional License Verification
- ☐ Verification of higher education-Degree / Enrollment
- ☐ Workers' Compensation Filings
- ☐ Public Filings / Unlawful Detainers
- ☐ Verify right to work status

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**\$40.95**

**Basic Package**

- ☐ Verify Previous Employment / Salary History
- ☐ National sex offender registry check
- ☐ Verification of Social Security Number
- ☐ Social Security trace report-address history
- ☐ Professional License Verification
- ☐ Verification of higher education-Degree / Enrollment
- ☐ Public Filings / Unlawful Detainers
- ☐ Verify right to work status

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**DMV**

DMV reports are available for an additional charge of \$14.95, when purchased with either a basic or complete security package. Special Pricing required for certain states Please see our website for details