



# INTEGRITY VERIFICATIONS, INC.

EMPLOYEE SCREENING · DRUG TESTING · FINGERPRINTING · POLYGRAPHS · LOSS PREVENTION

## Background Request Form

Requested By:

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Representative: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Candidate Name: \_First: \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Address: Number and Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Permissible Purpose/Appropriate Use

Please describe the specific purpose for requesting this information:

Employment Purposes  Extension of Credit  Underwriting Insurance  Review or Collection of Account  Business Transaction

Do you have a signed Authorization to Release Information on File?  Yes  No

**SELECT REQUIRED SERVICE.** A signed release **must** accompany all requests.

- |   |   |
|---|---|
| <input type="checkbox"/> Credit Report                                | <input type="checkbox"/> Employment Verification*                 |
| <input type="checkbox"/> Felony Record Search (county)                | <input type="checkbox"/> Social Security Number Trace             |
| <input type="checkbox"/> Driver's License Abstract                    | <input type="checkbox"/> Education Verification*                  |
| <input type="checkbox"/> Civil Record Search (county)                 | <input type="checkbox"/> Character Reference Interview            |
| <input type="checkbox"/> Ohio Comprehensive Criminal Search***        | <input type="checkbox"/> Developed Reference Interview            |
| <input type="checkbox"/> Misdemeanor Conviction Search (municipal)    | <input type="checkbox"/> Civil Record Search (federal)            |
| <input type="checkbox"/> Federal Conviction Search                    | <input type="checkbox"/> Sexual Predator Directory                |
| <input type="checkbox"/> Worker's Compensation Index (ADA-post offer) | <input type="checkbox"/> Package _____ (Indicate package type) ** |

\*Please include the candidate's application and/or resume when ordering this search.

\*\*Pre arranged pricing packages only

\*\*\*This request is not available in all counties

Please indicate below which county(s) or municipality (s) to verify

#### Counties / Municipality to Verify:

County / Muni: \_\_\_\_\_ State \_\_\_\_\_ County / Muni: \_\_\_\_\_ State \_\_\_\_\_

County / Muni: \_\_\_\_\_ State \_\_\_\_\_ County / Muni: \_\_\_\_\_ State \_\_\_\_\_

Answers required for employment verifications: OK to contact current employer?  Yes  No  N/A

5 year History  7 year History  10 year History

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