



Background Screening Terminology

Database Searches

Social Security Number Trace

Search of credit bureau files or other aggregate database files to authenticate the subject's ssn and name. Search may show prior addresses and other names(including maiden/ alias/ aka) associated with the subject. This search may also uncover evidence of identity theft and/or deceased numbers.

Social Security Number Validation

- The Social Security Number Validation will validate the social security number by comparing the applicant's SSN to the Social Security Administration's formula for order of issuance.

Credit Report

– A search of the credit bureau files. Search may show consumer credit activity covering a seven year period detailing overdue or slow account, charge off, collections, suits, tax liens, public records, judgments and bankruptcies.

Drivers License Abstract

– Search of the state Bureau of Motor Vehicle records for driver information including status, accidents, suspensions and violations.

Worker's Compensation Search

– Search of state bureau of worker's compensation records for current and past lost time injury or medical only worker compensation claims.

Department of Health and Human Services, Office of Inspector General (OIG) Sanction List

– A search of the Department of Health and Human Services, Office of the Inspector General (OIG) list of sanctioned and excluded parties.

General Services Administration (GSA) Excluded Parties List

- a search of the U.S. General Services Administration (GSA) list of excluded and debarred parties.

Office of Foreign Asset Control (OFAC) Search

– A search of the most recent, master list of “Specially Designated Nationals and Blocked Persons” that is made available by OFAC.

National Bankruptcy, Lien, and Judgment Database Search

– National database search of Bankruptcies including chapter 7, 11, and 13, state and federal tax liens, and judgments liens. Others may include searches such as the FDA search, FACIS, National Practitioner Databank, etc. Where do we draw the line?

Criminal Record Searches

County Criminal Conviction Search

- A search for criminal convictions at the appropriate state (county) court adjudicating crimes against a state’s criminal code. This search will reveal all felony convictions as well as felony charges reduced to misdemeanor charges thus resulting in misdemeanor convictions. Courts are searched directly at the source via in person, the court’s Internet web site, or direct connection into the court’s index

Municipal Criminal Conviction Search

– A search conducted at the appropriate municipal court adjudicating crimes against a city code. Courts are searched directly at the source via in person, the court’s Internet web site, or direct connection into the court’s index.

Federal Criminal Conviction Search

- A search for criminal convictions at the appropriate federal district court adjudicating crimes against the United States Code. Courts are searched directly at the source via in person, the court’s Internet web site, or direct connection into the court’s index.

National Criminal Database Search

– A search of multi-geographical, aggregate criminal databases.

State Criminal Database Search

– A search of any number of criminal databases available in a particular state. Databases range from state department of corrections databases to proprietary criminal databases built by private entities.

State Repository Criminal History Search

– A search of a state's official criminal repository managed by a State Agency. Not available in all states.

Sexual Offender Database Search

– A search of any number of sexual offender databases or registries. Databases may be national, state or local in scope and provided by both private and public governmental entities.

Verification / Reference Interview Services Employment Verification

– the process of verifying a person's past and/or present work history by contacting their past and/or present employers or any of the automated verification systems available.

Professional Trade License / Certification Verification

- the process of verifying a person's occupational certification or licensing by contacting the various state agencies that maintain and coordinate the licensure process.

Education Verification

- The process of verifying a person's scholastic history by contacting the educational institutions or any of the automated verification systems available.

Professional Reference

– Questioning of a candidate's professional reference via phone interview, in-person interview, or faxed, mailed or electronic questionnaire.

Personal Reference Interview

– Questioning of a candidate's personal reference via phone interview, in-person interview, or faxed, mailed or electronic questionnaire.

Developed Reference Interview

– Questioning of a candidate’s professional or personal reference, as determined and identified by the interviewer, via phone interview, in-person interview, or faxed, mailed or electronic questionnaire.

Military Service Verification

– The verification of prior military experience by contacting United States Military Records or by contacting the personnel office at the location where a candidate was stationed.

Public Record Searches Municipal Civil Record Search

- Search for civil lawsuits at the appropriate municipal court. Courts are searched directly at the source via in person, the court’s Internet web site, or direct connection into the court’s index.

County Civil Record Search

- Search for civil lawsuits at the appropriate county court. Courts are searched directly at the source via in person, the court’s Internet web site, or direct connection into the court’s index.

Federal Civil Record Search

- Search for civil lawsuits at the appropriate federal district court. Courts are searched directly at the source via in person, the court’s Internet web site, or direct connection into the court’s index.

Bankruptcy Record Search

- We will conduct a search for criminal convictions at the appropriate federal Bankruptcy Court. Courts are searched directly at the source via in person, the court’s Internet web site, or direct connection into the court’s index.

Federal Tax Lien Record Search

- Search at the appropriate county court / county office.

State Tax Lien Record Search (county)

– Search at the appropriate county recorder or like office.

County Civil Record Search

- Search for civil lawsuits at the appropriate county court. Courts are searched directly at the source via in person, the court’s Internet web site, or direct connection into the court’s index.

Federal Civil Record Search

- Search for civil lawsuits at the appropriate federal district court. Courts are searched directly at the source via in person, the court's Internet web site, or direct connection into the court's index.

UCC Record Search (county)

– Search of the County Recorder or similar office for information on loans / purchases in which personal property is designated as collateral to that loan / purchase.

UCC Record Search (State)

– Search of the Secretary of State office records for information on loans / purchases in which personal property is designated as collateral to that loan / purchase's possible.