

# Information Searches & Resources Available

## **AS = ALPHA SEARCH**

A search of a state database for criminal records. Databases originate from various state agencies. Available in most states as stipulated by law.

## **BA = SMALL BUSINESS ADVISORY REPORT**

Risk profile, public records profile and inquiries up to the past 24 months.

## **BABS = BANK ACCOUNT and/or BROKERAGE SEARCH**

(Will only return the name of the Financial institution, the name and address and the type of Active account. BALANCES AND/OR ACCOUNT NUMBERS MAY NOT BE AVAILABLE.)

Requires the following information via USPS, FedEx, UPS etc. to conduct these asset searches:

- 1) A signed & certified Assignment Order form for each order.
- 2) A Certified Copy of the Original Judgment, Child Support Order or Court Order.
- 3) The Debtors First and Last Name, SSN and Last Known Address.

Turnaround: 10-14 days

## **BC = BIRTH CERTIFICATE**

A copy of the birth certificate. Release is sometimes required. Certified copies available. Turnaround time varies.

## **BI = INTERNATIONAL BUSINESS REPORT**

The information returned may include: Legal form of the organization, company history, primary stockholders, authorized signature authority, relationships to other companies, assets, banking relationships, primary business sector and payment history. Turnaround time and price varies, please contact for current prices.

## **BK = BANKRUPTCY**

A search within the specific federal jurisdiction for records of any bankruptcies. The information returned may include: Case or file number, date filed, type of bankruptcy (i.e. Chapter 11, Chapter 7, etc.), discharge date and name(s) listed as petitioner(s).

## **BT = BOAT REGISTRATION**

A check of ownership of pleasure vessels. Generally includes the registration number of the vessel or boat, registration date, owner(s) name and address.

## **CCUL = CIVIL COURTS (BOTH UPPER AND LOWER)**

Search of the case dockets, indexes, and filings for higher and lower courts in a given Municipal, State, or Federal jurisdiction.

## **CC = CONSUMER CREDIT CHECK**

Credit Report from a national bureau. A signed release is required from the subject authorizing the credit check.

## **CL = CIVIL LOWER**

A search of the county or city jurisdiction (provincial or city jurisdiction for Canadian searches) that lists civil cases for an individual as plaintiff or defendant. These are usually small claims filings and are often governed by a dollar limit. Information returned is the same as Civil Upper.

**CO = CORPORATE SEARCH**

A search of the state or county index that contains listings of all corporations. Provided with a corporate name, we generally return the principals involved, company officers, date of incorporation, status (active or inactive), registered agent, and registered agent's address.

**CP = COPIES**

Copies of specific case files of any search type. Price varies according to document size, certification if required and court fees. Prices are at cost.

**CR = BUSINESS CREDIT REPORT**

The information returned may include: Executive summary, credit risk analysis, public records, and industry comparison profile and trade payment history.

**CS = CONTROLLED SUBSTANCE**

Provided the subject's name, date of birth and social security number, this search determines whether the specified company or individual possesses a DEA License to administer, sell or prescribe a controlled substance. The information returned may include: Name of company or individual, address, DEA Registration Code, Business Activity Code, drug schedules and license expiration date. Every record is assigned a Business Activity Code that identifies the type of industry the subject operates.

**CU = CIVIL UPPER**

A search of the county jurisdiction's civil index (provincial jurisdiction's civil index for Canadian searches) that includes issues of state civil litigation. The information returned may include: Case number, plaintiff(s), defendant(s), type of case (if on the index), disposition (if on the index), disposition date (if on the index) and judgment (if on the index).

**CW = CONCEALED WEAPONS PERMIT**

Given the full name and date of birth, a search of the state index to verify issue or expiration of the permit.

**DB = DATE OF BIRTH SEARCH**

Given the name of the subject, social security number and current resident address, we provide the subject's date of birth.

**DE = DEATH CERTIFICATE**

A copy of the state or county death certificate issued by the appropriate authority. Information turnaround time varies.

**DH = DRIVER'S HISTORY**

A report of the state driver's history for a subject. Availability and legal uses of the reports vary from state to state.

**DL = DRIVER'S LICENSE**

A report of the state driver's license record of a subject. Availability and legal uses of the reports vary from state to state.

**DO = DOT SUBSTANCE ABUSE QUESTIONNAIRE**

Department of Transportation's Mandatory Accident and Substance Abuse Survey.

**DV = DRIVER EMPLOYMENT VERIFICATION**

Department of Transportation's employment verification on drivers for the last three years. The returned information may include dates of employment, salary, operation affiliation, efficiency records, safety habits, driving skill, loyalty, general conduct information, reason for leaving, history of driving record.

**ECR = EMPLOYMENT CREDIT REPORT**

Consumer credit report from at least one of the three major credit reporting bureaus. Signed applicant releases required. This reports is for pre-employment screenings purposes only. Certain information is truncated as required by law.

**ED = EDUCATION VERIFICATION**

Confirmation of the subject's claimed educational credentials (high school, college, professional, doctorate, or technical degrees). Search confirms highest degree completed or enrolled.

### **EV1 = EMPLOYMENT VERIFICATION**

Given a resume or application, we can verify dates of employment, position(s) held, salary and eligibility for rehire for last employer or current employer only.

### **EV2 = EMPLOYMENT VERIFICATION**

Given a resume or application, we can verify dates of employment, position(s) held, salary and eligibility for rehire (if not prohibited by company policy) for last 3 reported employers for past 5 years.

### **EV3 = EMPLOYMENT VERIFICATION**

Given a resume or application, we can verify dates of employment, position(s) held, salary and eligibility for rehire (if not prohibited by company policy) for all reported employers for past 7 years.

### **F = FELONY**

A search of Felony records in a specific county jurisdiction. Canadian searches are conducted in a Queen's Bench Court. Canadian equivalent to a Felony is termed "Indictable". Information returned may include the individual's name as it appears in court records, date of birth, social security number, address, drivers license number, file date, charge(s), disposition of each charge, sentence and disposition date.

### **FA = FAA AIRCRAFT REGISTRATION**

A listing of the type, owner, tail number and age of an aircraft by owner's name or tail number.

### **FB = FICTITIOUS BUSINESS**

Given the name of the subject, we search the county or state to determine if the subject owns or has owned a business under a fictitious business name. Report may include: Name of business, date of filing, business address and the principals.

### **FC = FEDERAL CRIMINAL**

A search within a specific federal jurisdiction for federal criminal records. Will include any felonies and misdemeanors found at the federal court. Information returned is the same as Felony and Misdemeanor.

### **FE = FEDERAL EXCLUSION (GENERAL)**

A search of a national repository which identifies the names of individuals, entities, and contractors that are excluded government-wide, unless otherwise noted, from Federal Procurement and Sales Programs, Non-procurement Programs, and financial and non- benefits. Information returned may include: Name, address, city, state, zip, sanction date, sanction type, reinstatement date, specialty, and imposing agency.

### **FL = FEDERAL CIVIL**

A search within a specific federal jurisdiction that includes federal issues. Information returned may include: Case number, file date, plaintiff(s), defendant(s), type of case, disposition and disposition date.

### **FM = FELONY AND MISDEMEANOR**

A search of the county seat (Provincial Queen's Bench Court for Canadian searches) for any criminal records. Information returned includes: Felony (CN = Indictable), Misdemeanor (CN = Summary) and Criminal Traffic. It also may include the individual's name as it appears in court records, date of birth, social security number, address, driver's license number, file date, charge(s), disposition of each charge, sentence and disposition date.

### **FP = FAA PILOT ACCIDENTS AND INCIDENTS CHECK**

Accidents & incidents on record including: Dates, description, source of information, and date of verification.

### **FX = FAA MECHANIC LICENSE VERIFICATION**

Type of license, license number, issue date, status, source of information, and date of verification.

### **GSA EP = GSA PARTIES EXCLUDED FROM US GOVERNMENT PROCUREMENT & NON-PROCUREMENT PROGRAMS.**

The three sections of the Lists are distinct and are explained below.

The first section, List of Parties Excluded from Procurement and Non-procurement Programs, lists individuals, entities, and contractors that are excluded Government-wide, unless otherwise noted, from Federal procurement and sales programs, non-procurement programs, and financial and non-financial benefits. An exclusion may be based on the

Federal Acquisition Regulation (FAR) 9.4; Federal Property Management Regulation (FPMR) 101-45.6; Government Printing Office (GPO) Instruction 110.11 A; U.S. Postal Service (PS) Publication 41; the Non-procurement Common Rule; or the authority of a statute, executive order or regulation applying to procurement or non-procurement programs.

The second section, List of Parties Excluded from Procurement Programs, lists contractors that are excluded government-wide, unless otherwise noted, from Federal procurement and/or sales programs. Such an exclusion may be based on the administrative debarment, suspension, or proposed debarment of a contractor by an agency in accordance with Federal Acquisition Regulation (FAR) 9.4, Federal Property Management Regulation (FPMR) 101-45.6, Government Printing Office (GPO) Instruction 110.11A, or U.S. Postal Service (PS) Publication 41. An exclusion may also be the result of actions by a Federal agency under the authority of a statute, executive order, or regulation applying to procurement programs.

The third section, List of Parties Excluded from Non-procurement Programs, parties Excluded from Non-procurement Programs, lists persons (individuals and entities) excluded government-wide, unless otherwise noted, from certain types of Federal financial and non-financial assistance and benefits. Exclusion may be based on an administrative debarment or suspension by any Federal agency or the voluntary exclusion of a person under agency regulations implementing Executive Order 12549. Parties Excluded from Non-procurement Programs also includes actions under the authority of a statute, another executive order, or a regulation applying to non-procurement programs.

The treatment to be accorded to a party listed depends on the type of exclusionary action and the authority under which the action was taken. The cause for the exclusion and the treatment of the party excluded are noted by a code in the listing. These codes are explained under the heading "Cause and Treatment Codes" for the Parties Excluded from Procurement and Non-procurement Programs, Parties Excluded from Procurement Programs, and Parties Excluded from Non-procurement Programs.

A user of the List of Parties should refer to the appropriate cause and treatment code explanation before determining a listed party's status. Cause and Treatment Codes are explained under the heading View Cause and Treatment Codes .

## **HHS/OIG EP = PARTIES EXCLUDED FROM US GOVERNMENT PROCUREMENT & NON-PROCUREMENT PROGRAMS.**

The HHS Office of Inspector General imposes exclusions on individuals and entities based on the authority contained in Sections 1128 and 1156 of the Social Security Act. This List of Excluded Individuals/Entities is a listing of all parties excluded as of the date of publication. The effect of an exclusion is that no program payment will be made for any items or services, including administrative and management services, (other than an emergency item or service not provided in a hospital emergency room) furnished, ordered, or prescribed by an excluded individual or entity under the Medicare (title XVIII), Medicaid (title XIX), Maternal and Child Health Services Block Grant (title V), Block Grants to States for Social Services (title XX) and State Children's Health Insurance (title XXI) programs during the period of exclusion, except as provided in regulations found at 42 CFR 1001.1901(c). Program payment will not be made to any entity in which an excluded individual is serving as an employee, administrator, operator, or in any other capacity, for any services including administrative and management services furnished, ordered, or prescribed on or after the effective date of this exclusion. In addition, no payment may be made to any business or facility, e.g., a hospital, that submits bills for payment of items or services provided by an excluded party. Section 1128 exclusion actions with a sanction effective date after August 5, 1997 are also from all Federal health care programs.

## **LA = LAWYER BACKGROUND**

A search of the State Bar Association to determine the status of a lawyer's bar credentials.

## **M = MISDEMEANOR**

A search of the jurisdiction's (provincial court jurisdiction for Canadian searches) criminal misdemeanor (CN = Summary) records. Information returned may include the individual's name as it appears in court records, date of birth, social security number, address, driver's license number, file date, charge(s), disposition of each charge and the sentence and disposition date.

## **MA = MARRIAGE LICENSE**

Search for marriage licenses in a specific jurisdiction. Includes the license number, the date issued, the date of marriage and the parties. May include witnesses.

## **MD = PHYSICIAN BACKGROUND**

A search of the AMA Masterfile and all State Medical Boards to determine a doctor's medical schooling, licenses, residency, specialty board certifications and disciplinary actions.

## **ME = MEDICARE EXCLUSION**

A search of the national repository which identifies those individuals who may no longer be capable of providing Medicare benefits resulting from a government placed sanction. Information returned may include: Name, date of birth, social security number, sanction date, sanction type, reinstatement date and medical specialty.

## **ML = MEDICAL LICENSE VERIFICATION**

This report searches the state repository to verify a medical license. Information returned may include: Subject's name, date of birth, social security number, type of license issued, date of issuance, expiration date, license number as well as any disciplinary actions taken against the subject including date of action.

## **MT = MORTGAGE SEARCH**

A search of the county records to determine if a mortgage exists, the amount, securer and debtor.

## **OF = OFFICIAL RECORDS INDEX**

A search of the county index that includes a book and page number for liens, judgment, satisfactions, financial instruments, power of attorney, deeds and wills. Not available in all counties.

## **OSHA 1 = INSPECTIONS, VIOLATIONS, & ACCIDENTS**

This search provides information from safety inspection reports provided by over 2,100 inspectors from over 200 offices across the United States.

## **OSHA 2 = BASIC DETAIL**

This search provides business information which includes business name, address, county/country, number of employees and SIC code. Also provided is inspection information, including the reason for the inspection, the scope of the inspection, the office and officer conducting the inspection, hours spent and total number of violation cited and penalties assessed.

## **OSHA 3 = DETAIL PLUS**

Provides detail information concerning accidents related to the inspection, hazardous substances found during the inspection, and company debt in file with OSHA at the time of the inspection. Also provided is company penalty and failure to abate history, as well as administrative payment and OSHA file entry data.

## **PF = PEOPLE FINDER**

Given a social security number or name and date of birth, we can provide current and historical information such as addresses, social security number comparison, information from national records (such as pilot licenses or vessel registration) and some state level information. Information found varies from state to state.

## **PI = PIERS (US CUSTOMS INFORMATION)**

The most recent 24 months of U.S. export and import information. Information available includes Product Description PIERS Product Code, Harmonized Tariff Code and Description, U.S. and Overseas Port Name, Container Size, Quantity, TEU Count and Cubic Feet, Steamship Line and Vessel Name, Manifest Number, Cargo Quantity and Unit of Measure, Cargo Weight, Voyage Number, Estimated Cargo Value, Payment Type, Bank Name, Shipment Direction, U.S. and Overseas Origins and Destinations, Marks and Numbers, Name and Address of U.S. Importer, Bill of Lading Number Name, Address of U.S. Exporter, Container Number, Name and Address of Foreign Shipper, Customs Clearing District, Name and Address of Notify Party, Arrival and Departure Dates in U.S. Ports, Refrigerated, NVOCC, Ro/Ro, Hazardous Materials and Financial Indicator Flags.

## **PR = PROBATE**

Search of the probate index at the county level. Usually produces case number, file date, relationship to case, name of deceased and closed date.

## **RB = REFERENCE CHECK – BUSINESS**

We will check the business references provided on a subject's resume or application for employment for the last 3 employers or past 5 years. Information returned may include: Subject's name, company name and address of reference, starting pay, ending pay, departure reason, eligibility for rehire, performance and attendance record. Point of contact including title and phone number may be provided.

### **RF = REFERENCE CHECK – PERSONAL**

Given a resume or application, we will verify up to three references provided by the applicant. Information returned usually includes: Length of time known, in what capacity, general impressions, strengths/weaknesses, ability to interact with others and reasons for no recommendation.

### **RFD = REFERENCE CHECK – DEVELOPED**

Given a resume or application, we will verify up to two references developed from employer sources. These sources are **not** the references provided by the applicant but rather developed during the screening process. Information returned usually includes: Length of time known, in what capacity, general impressions, strengths/weaknesses, ability to interact with others and reasons for no recommendation.

### **RP = REAL PROPERTY**

A search of the specific city or county for any property currently owned by the subject. Information returned usually includes: Address, the legal address, owner(s), file or portfolio number, current taxes assessed and current taxes paid.

### **SE = SEC FILINGS**

A search of the Securities and Exchange Commission's EDGAR database to determine if a company has filings with the SEC. Copies of those filings are a separate search request.

### **SO = SEXUAL OFFENDER**

A search of the state or county repository for known sexual offenders. Rules vary from state to state regarding the dissemination of this data. Information returned may include: Subject's name, date of birth, social security number, address, race, sex, height, weight, hair and eye color, distinguishing marks, alias(es), FBI and state offender number and offense.

### **SS = SOCIAL SECURITY VERIFICATION**

Given a name and social security number, we can verify if the number has been assigned to the search name.

### **SW = STATEWIDE CRIMINAL HISTORY**

Report, usually from the state law enforcement bureau, that reveals criminal arrest history. Turnaround time varies. Release requirements vary. A report of this nature has limited uses and may not reflect public records at the county level. Reports may also contain entries that are not public record.

### **TE = TELEPHONE TRACE**

Given a telephone number with the area code, we determine the subscriber and address of the listed caller. Or given the address, we determine the phone number of the listed caller

### **TG = LICENSE PLATE OWNERSHIP**

A search of a tag number in a specific state. Some states restrict the availability and uses of this information. Information returned usually includes: Vehicle Identification Number (VIN), vehicle type, year and owner(s).

### **TL = TRADE LICENSE AND CERTIFICATION**

Verification of specific professional or occupational licensing required to perform a task.

### **TOLL = LONG DISTANCE TOLL RECORDS**

Listing of long distance telephone numbers dialed from a subscriber's identified telephone number up to the last three billing periods. Associated dates can be supplied. Available in most areas. Contact for current prices. Turnaround time is three to four days.

### **TX = TAX LIEN**

A search at the county level for any federal, state and local tax liens. Information returned may include: File number, address, name(s), date filed, dollar amount and whether the lien has been satisfied. If satisfied, the date of satisfaction.

### **UC = UCC - Uniform Commercial Code**

States & information returned varies. Call for current listings and prices.

**VR = VEHICLE REGISTRATION**

Registration information of a specific vehicle kept on file by the state.

**WC = WORKERS' COMPENSATION**

A check of state or regional records for evidence of any workers' compensation claim(s) made by the subject. Information returned varies from state to state and may include file or case number, ID information, nature of injury and date of claim. Turnaround times vary state to state. NOTE: Use of workers' compensation information is strictly REGULATED by each state. A release is often required. Some states require the release to be notarized.

Listed fees refer to a single search request per name/jurisdiction. Name variations (maiden, former, etc.) are considered to be a separate name/jurisdiction request.

Should additional mail services be required, the following charges will be applied: \$6.25 regular mail, \$16.25 letter Federal Express (next day by 10:30 a.m.).

Searches conducted using The Work Number<sup>®</sup> service will incur a fee of \$8.50 per employer contacted.

Searches are performed based upon the information provided by the client. Client is responsible for assuring the accuracy of the information provided. Fees incurred will not be adjusted if misinformation is provided.