

eScreen Background Check Client Verification Form

Company Name: _____ Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ - _____ FAX: () _____ - _____ Ref by Clinic #: _____

Client eScreen Account #: _____ Clinic Contact Name: _____

Please see reverse side Section A for additional qualifying questions

1. Are you currently ordering background checks?

YES - If Yes - What types of background checks are you currently ordering? Profiles or packages?

Approximately how many per year?

1-20 21-50 51-100 101-200 200-500 greater than 500

How many employees does your company have? _____

NO – If No - what types of background checks do you want or order? *(check products below)*

Please check all products to be purchased and enter the price you will be offering your client

Please see reverse side Section B for product descriptions and Section C for pricing information

UNBUNDLED SERVICES

Courthouse Searches

<input type="checkbox"/> County Criminal Records – Felony and Misdemeanor	Client Price (plus county fees)	\$ _____
<input type="checkbox"/> SSN and Address Verification	Client Price	\$ _____
<input type="checkbox"/> County Civil High Court	Client Price	\$ _____
<input type="checkbox"/> Federal Criminal	Client Price	\$ _____
<input type="checkbox"/> 7 Year County Criminal + SSN Verification	Client Price	\$ _____

Criminal Database Searches

<input type="checkbox"/> State Criminal	Client Price	\$ _____
<input type="checkbox"/> Single State Criminal	Client Price	\$ _____
<input type="checkbox"/> National Sex Offender	Client Price	\$ _____
<input type="checkbox"/> Nationwide Criminal	Client Price	\$ _____

Other Database Searches

<input type="checkbox"/> Motor Vehicle	Client Price	\$ _____
<input type="checkbox"/> Credit Check	Client Price	\$ _____

Investigative Services

<input type="checkbox"/> Education Verification	Client Price	\$ _____
<input type="checkbox"/> Employment Verification	Client Price	\$ _____

BUNDLED SERVICES

<input type="checkbox"/> FlexScreen	Client Price	\$ _____
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Please see reverse side Section D for information on payment methods

Two choices for method of payment: Please select one: Credit Card (pay each order) Pre-pay Funds

Signed by Clinic Requester: _____ Date: ____/____/____

Please complete all sections of this form (this side only) and FAX back to your Field Account Manager at 913-234-4524

eScreen Office ONLY BGC-002-REV00

Date Received by Sales Administration: ____/____/____

Section A – Qualifying Questions

Sample questions to ask your client during the verification process:

1. **“Is your company currently doing background checks?”**
 - a. **NO** – “Do you know what services/profiles you would like performed?”
“What are some of the job descriptions at your company?”
(Manufacturing, factory workers, nursing home, physicians, drivers of any kind, administrative etc... this helps establish what types of profiles or backgrounds would be the right fit for the company)
 - b. **YES** – “What profiles or services are you currently doing?”
(Usually the client doesn’t want to change their services but there may be a better feature for the client that you can offer)
“Who is your provider?”
“Are you doing database or courthouse searches?”
“How are you currently ordering these services and receiving these results?”

Section B – Product Descriptions

Courthouse Searches

County Criminal Records – Felony and Misdemeanor: *Physical county-level criminal court records including felonies and misdemeanors.*

SSN and Address Verification: *Instant database access to a particular person. Provides an individual’s past addresses and movement patterns. Information also includes other names, current/past addresses, dates of residency, month/year of birth and phone numbers.*

County Civil High Court: *Higher civil actions filed for more than a minimum claim amount established by the state. Do not typically list a subject data of birth date or SSN, returning a possible name match only.*

Federal Criminal: *Searches the US District Court within a single federal judicial district; trial court for matters of federal law. The city or county submitted will determine the judicial district searched.*

Criminal Database Searches

State Criminal: *Repository database search; frequently does not fully mirror data retrieved in a County Criminal search due to variances in reporting, distribution of updates and other variables.*

Single State Criminal: *Instant database search; varies state to state. Some states yield records from a single source, others may be a multi-sourced product.*

National Sex Offender: *Instant database of currently registered sex offenders with felony conviction records. Data has been compiled from sex offender registries in 29 states. *For specific states – see eScreen Background Check Reference Guide (page ??).*

Nationwide Criminal: *Multi-State database instantly checks criminal history databases from 44 states, 23 of which contribute records from more than one state agency. Recommended to supplement other more precise criminal records searches to identify criminal activity in jurisdictions outside of current and previous residence and employment geographical locations. *For specific states – see eScreen Background Check Reference Guide (page ??).*

Other Database Searches

Motor Vehicle: *Provides searches of the State Department of Motor Vehicle files. Driver history information yielded varies by state, but typically includes personal identifiers, driving history, license type and driving restrictions or infractions. MVR searches are subject to additional state-imposed access fees. *For specific states – see eScreen Background Check Reference Guide (page ??).*

Credit Check: *Provides insight to an applicant’s level of fiduciary responsibility. Credit reports are recommended for positions that involve access to cash, expensive equipment or financial record keeping. Only available for the purpose of employment and reporting is restricted to the end user of the report only.*

Investigative Services

Education Verification: *Standard telephone verification of education.*

Employment Verification: *Standard telephone verification of employment.*

BUNDLED SERVICES

7-Year All County Criminal + SSN Verification: *Includes SSN verification and a physical courthouse search of all counties lived in over the past 7 years.*

FlexScreen™: *Includes SSN Verification, Nationwide search, then a 7-Year All County Criminal Database Search and a no charge “hit” verification search.*

Section C – Pricing Information

eScreen has designed the background referral program to allow clinics to earn additional revenue through the offering of background check services. When coupled with eCup point-of-collection testing, local clinic clients can order and receive all drug screen results and background check results through the same integrated reporting application – MyeScreen.com.

The pricing program is as follows:

1. Clinic and eScreen determine background check product pricing (via an eScreen Background Referral Agreement – this document should already be completed).
2. Based on the product pricing listed in the eScreen Background Referral Agreement, a clinic will negotiate the price that will be extended to the end user client (this is decided between the clinic and end user).
3. The end user’s price should be filled in next to each purchased product on the front portion of this form and returned to eScreen so the negotiated prices can be recorded at eScreen.

For example of this – please see the *eScreen Background Check Reference Guide (page ??)*

Section D – Payment Methods

Because there can be many different fees associated with background check products, eScreen has designed the background check service so that the ordering customer has complete control and knowledge of what is being charged at time of purchase. County and state fee changes and updates can fluctuate constantly and does not always allow time for eScreen to notify all customers.

The eScreen background model provides customers with real-time pricing and eliminates possible discrepancies that may occur during traditional billing processes. Therefore, background customers have the choice of using a major credit card to purchase at time of order or setting up a pre-paid account. This payment structure simplifies the program and ensures that the clinic partners are free from accounting responsibilities.

Section E – Background Client Steps to Activation

1. Clinic signs an eScreen Background Referral Agreement.
2. Clinic completes an eScreen Background Check Client Verification Form and returns it to eScreen.
3. eScreen generates a Client Agreement directly with the client (due to the Fair Credit Reporting Act, eScreen must maintain a direct relationship with the background check client).
4. Clinic receives the Client Agreement and the clinic is responsible for obtaining client signatures. Clinic returns the Client Agreement, onsite inspection, copies of policy and consent to eScreen.
5. The client’s MyeScreen.com account is set up.
6. An eScreen background check coordinator will train the client on the ordering process through their MyeScreen.com account.
7. The clinic is paid according to negotiated prices each time the client orders background check products through eScreen.

Didn’t see the answer to your question here? Please refer to the eScreen Background Check Reference Guide