



**CRIMINAL RECORDS LIMITED RESEARCH PACKAGE** (approximately 24-hour turnaround time)

- This package starts with SSN verification (Verifynd) and provides full address history and possible alias names, all based on credit history.
- Names selected on the Verifynd screen are searched in Asurint's National Criminal Information Bureau (NCIB). This database provides criminal information nationally dating back as far as the courts provide and includes the Sex Offender Registry in all 50 states and Department of Corrections (DOC) information. This database does not cover every county in the country because some counties do not provide electronic data.
- The Limited Package is priced at \$25 each, plus \$7 each for record research for incomplete DOC or NCIB data.
- Records returned from the NCIB search are manually matched to the subject by Asurint's internal researchers. Since the courts have removed SSNs from criminal records, Asurint's team utilizes the following identifiers to match the appropriate records to your applicant: Name, Date of Birth, and Address.
- Incomplete data from the DOC or NCIB automatically receive required additional records research to provide related information.
- An additional alias/alternate/maiden name search is priced at \$10 each. (page 2)

**CRIMINAL RECORDS PREMIUM RESEARCH PACKAGE** (approximately 1-3 business days turnaround time)

- This more thorough package includes everything in the Limited Package and supplements the data returned from the NCIB with manual county searches and appropriate statewide searches within the subject's 7-year address history.
- Because there are counties in the country that do not report records electronically, Asurint analyzes the applicant's address history to determine where there may be gaps in the data and automatically performs the optimal search for that individual.
- As with the Limited Package, Asurint's researchers will return any available records for the applicant, regardless of the age of the case.
- Terrorist and government sanctions search (OFAC, GSA) are included.
- Incomplete data from the DOC or NCIB automatically receive required additional records research to provide related information.
- The Premium Package is priced at \$35 each, plus pass-through fees from state and court charges, and \$7 each for record research for incomplete DOC or NCIB data.
- An additional alias/alternate/maiden name search is priced at \$20 each. (page 2)

## **ADDITIONAL ALIAS/ALTERNATE/MAIDEN NAME SEARCH**

An optional follow-up step to each package is to select one or more aliases or alternate names for the individual. The same package selected for the primary name will be run on any alternate name selected. Criminal records are matched using the following identifiers: Name, Date of Birth, and Address. Since criminal records no longer contain SSNs, the only way to search for records within any court system is by name. This means that it may be necessary to search multiple names to reveal all criminal records for an individual (e.g., married and maiden names).

A criminal background check may be performed as a condition of the employment relationship to determine an individual's initial or ongoing suitability. Employers must establish a policy that ensures the appropriate treatment of applicants and employees who have either committed criminal activity prior to employment or become involved in criminal activity during employment. All relevant EEOC, FCRA, federal, state, and local regulations must be followed.

FrankCrum is an equal opportunity employer, prohibiting discrimination on the basis of race, color, sex, age, religion, national origin, disability, marital status, and any other characteristic protected by local, state, or federal law.

Criminal activity does not automatically exclude an individual from employment eligibility. An opportunity must be provided to the individual to explain the circumstances through an individualized assessment. A variety of factors are considered to evaluate the relevance of criminal activity, including, but not limited to, the nature of the event to the job and employer, the length of time since the event, frequency, severity, case disposition, and other criteria.

Questions regarding the criminal records search process should be directed to FrankCrum at 800-277-1620, extension 4891.

