

DATA QUEST

SCREENING SERVICES

ADDRESS/RESIDENCY HISTORY

Credit bureau databases are used to obtain information about the applicant's residential address history. By inputting the applicant's Social Security Number (SSN), the credit bureaus return all names and addresses which have been reportedly associated with the SSN for the past seven years. The investigation often identifies names, aliases and addresses not provided by the applicant. This information can then be used when researching criminal records.

CREDIT HISTORY

A credit history not only reveals how an individual practices judgment and views obligation, it is indicative of overall stability. A credit history can be used to objectively determine an applicant's level of responsibility to financial requirements and identify excessive debt patterns and trends. A credit history will reveal previous employments, tradelines, histories of tradelines, collections, public record filings and previous inquiries into an applicant's credit for the last seven years. Data Quest fully complies with the Fair Credit Reporting Act and will only obtain credit reports for permissible purposes. The type of credit report obtained by Data Quest is designed for employment purposes, so it does not reveal either a date of birth or a credit score.

CRIMINAL RECORD SEARCHES

County Level

The investigator strategically determines the county to search after running the applicant's SSN through credit bureau databases and determining the applicant's whereabouts for the last seven years. Data Quest conducts in-person, on-site, real-time criminal record checks at the local county District, Municipal and Superior courthouses. The scope of each search covers felony & misdemeanor criminal actions, pending or

disposed, with research conducted at both the Superior and District courthouses. In some cases, investigators may recommend that records be researched in more than one county to ensure a thorough criminal check.

State Repository Search

Data Quest can conduct statewide criminal record checks in states that allow public access. Information includes felony & misdemeanor records on any case, pending or disposed, involving the applicant. Note: Few state repositories are accurate and up-to-date. Except where the repository is updated daily, state repository searches should be used in conjunction with, but not replace, county criminal searches.

National Criminal Database Search

The National Criminal Database Search is a comprehensive database search that provides same-day access to the largest criminal database available with millions of offense records. Records from states are indexed from state correctional institutions, sexual offender and violent offender lists, the Office of Foreign Asset Control (OFAC) and some state and county court records.

Federal Criminal Court Search – District or Nationwide

The agency is able to carry out a search of U.S. Federal courts for convictions or crimes that occurred on federal property and convictions of federal laws such as tax evasion, mail fraud, drug trafficking, immigration law violations and postal offenses. Records provide a criminal history, including the date of disposition and parole or release from imprisonment. The nationwide search excludes Alaska, Guam, Idaho, New Mexico and Northern Marina Islands.

DATA QUEST

SCREENING SERVICES

CRIMINAL RECORD SEARCHES (CONT.)

State & Federal Incarceration Records

Search of state and federal district prison records, which are updated 48 hours after inmates are paroled. The search reveals if the subject has served time in prison for a felony conviction, providing their release date, any current warrant information for parole violations, and sometimes an identifying photo. This statewide search may be conducted in addition to county criminal searches for due diligence where statewide information is not available from a state repository or the National Criminal Database Search.

CIVIL RECORDS SEARCHES

Liens and Judgments

A statewide or nationwide database search under the applicant's name, which identifies any county and state tax liens or judgments involving the applicant.

Federal Civil Court Search – District or Nationwide

Search of U.S. Federal District courts for civil cases involving alleged violations of federal statutes or constitutional rights. Cases include those brought by individuals, companies or governmental entities seeking monetary damages, an injunction and/or another remedy provided by law. Case information will include the party name, case title, the court in which the case is located, case number, filing date, nature of suit and closing date. The nationwide search excludes Alaska, Guam, Idaho, New Mexico and Northern Marina Islands.

EDUCATION VERIFICATION

This service verifies the educational information supplied by the applicant and includes complete enrollment period, highest degree attained, major and minor fields of study and the date the degree was awarded.

EMPLOYMENT VERIFICATION

This service verifies the applicant's employment history, typically for the past five years or three most recent employers, and can include employment period, title/position, reason for departure, eligibility for re-hire, salary history, etc. The investigation also seeks to obtain character/work performance references from former supervisors and/or co-workers not listed on the applicant's resume and/or application. Initially, investigators do not contact present employers unless the client specifically gives authorization. Any contact with present employers will be conducted with complete sensitivity, with the assumption that the applicant has not informed their present employer that he/she is applying for a job elsewhere. Once an employment offer has been extended and accepted, the present employer will be contacted and employment verification results will be submitted in a supplemental report.

FORMER EMPLOYER DRUG & ALCOHOL TEST RESULTS

Data Quest investigators check with former employers to obtain information that establishes whether the applicant:

1. Took a drug test
2. Failed any drug test
3. Refused any drug test

Pursuant to 49 C.F.F., previous employers must provide information on past employees' drug and alcohol tests within the two previous years. The collected information will provide dates of confirmed positive tests for drugs, confirmed alcohol tests results of 0.04% or greater, and refusal to take a controlled substance test within the past two years.

MILITARY SERVICE VERIFICATION

Data Quest will forward a written request to the Department of Defense's Record Maintenance Facility to obtain an official copy of the applicant's DD214 form.

MOTOR VEHICLE DRIVING RECORDS

This service will verify the applicant's current driver's license status and provide all citations, license revocations, auto insurance cancellations and cited accidents. Motor vehicle information also exposes important character issues because it reveals suspended licenses, failures to appear in court, arrest warrants and drug & alcohol related driving offenses. Records are checked in the state in which the applicant currently resides. However, it is recommended that the prior state's driving history be checked if the applicant has been a resident of their current state for less than 30 days. When hiring for a driving position, failure to check driving records may result in negligent hiring litigation. This same risk exists if a position requires driving for company errands. Whether in a personal or company vehicle, an organization can be held liable for automobile accidents. The Department of Transportation recommends that driving records be validated every six months to ensure that no violations have occurred during employment that may place the organization at risk.

OFFICE OF THE INSPECTOR GENERAL (O.I.G.) NAME SEARCH

Searches the Federal, Medicare, Medicaid sanctions lists of individuals, parties, or entities prohibited from participating in governmental programs based on the authority contained in Sections 1128 and 1156 of the Social Security Act. Also includes GSA (General Services Administration) sanctions list check.

PERSONAL REFERENCE INTERVIEWS – DEVELOPED

Through investigative means, Data Quest will identify, contact and interview individuals not provided by the applicant who are familiar with the applicant in some capacity (e.g., neighbor, landlord, former employer, former classmate, etc.). Through the interview, the investigator is able to obtain important character information about the applicant. The benefit of a developed personal reference is that the individual would not have been coached by the applicant to provide positive information.

PERSONAL REFERENCE INTERVIEWS – SUPPLIED

Information about an applicant's strengths, integrity and responsibility is obtained through an interview with references provided by the applicant. Reference checks can help determine residency and ties to the community.

PROFESSIONAL LICENSE VERIFICATION

Data Quest investigators conduct professional license and certification verifications. The reports reveal the validity of applicants' professional licenses, date of issue, renewal and expiration dates, current status and any disciplinary action.

DATA QUEST

SCREENING SERVICES

SEXUAL OFFENDER REGISTRY SEARCH

Sexual offender registry searches are statewide searches of registered sex offender databases. Per Megan's Law, sexual offenders are required to register their current address with local law enforcement officials when they move. Where available, Data Quest investigators will search established state registries and report any known convicted sex offenders and/or violent predators. The report may identify the individual by name and date of birth, race, height, weight, physical markings (scars, tattoos), descriptions of crime(s) committed and incarcerated location.

SSN TRACE

The Social Security Number trace checks the validity of an applicant's SSN through a credit bureau. If the number is valid, the trace will identify the year and state in which the number was issued. The SSN trace will alert you if the number has not been issued, has been filed with a death claim or was used with any fraudulent activity. The trace also identifies AKA's and provides up to three past addresses, which help in determining which counties should be checked for criminal records.

SSN VERIFICATION

A Social Security Number verification reveals if a SSN is a match to the applicant's name, gender and date of birth with the Social Security Administration's database system.

TERRORIST WATCH LIST – OFAC FOREIGN NATIONALS SEARCH

Search of the Office of Foreign Asset Control (OFAC) of the U.S. Department of Treasury. The list contains names of foreign nationals (individuals and entities) that the U.S. government currently has sanctions against; whose property may be blocked; who is restricted from exporting by the U.S. Department of Commerce; and whom no U.S. person may have dealings with. Individuals on the list include known terrorists and international drug traffickers.

WORKERS' COMPENSATION HISTORY

This service provides the applicant's workers' compensation history in the state of residence or employment and reports the accident date(s), accident type(s), type(s) of injury, amount of settlement(s), and work return date(s). Workers' compensation records are classified under the Americans with Disabilities Act (ADA), which became effective for companies with 15 or more employees in 1994. The law states that an employer may not inquire about an individual's workers' compensation history at the pre-offer stage. To comply with this act, Data Quest conducts the search after a conditional job offer has been made and obtains this type of information for the purpose of making certain that the applicant is not assigned a job function which could aggravate a previous injury.

