

New Client Data



11726 Cleveland Ave. NW
Uniontown, Ohio 44685
TEL 800.262.7301 FAX 330.305.1230
info@true-hire.com

Instructions: Please complete this application and return it to True Hire.

Client Information Must list physical address of company.

COMPANY NAME	DBA (if applicable)
CONTACT NAME	TITLE
PHYSICAL STREET ADDRESS	CITY, STATE, ZIP
PHONE	FAX
EMAIL	WEBSITE

Accounts Payable Contact

Same as above

CONTACT NAME	EMAIL	
PHONE	FAX	
BILLING ADDRESS (if different from above)		
WHO SHOULD RECEIVE THE BILL?	VIA EMAIL	DO YOU NEED A P.O. REFERENCED?

DO YOU HAVE ANY SPECIAL BILLING REQUESTS?

Company Details

Business Identity: Sole Proprietor Partnership Corporation TAX ID NUMBER _____

Business Type (Please check all that apply): Employment Agency Non-Profit Organization Privately Held
 Publicly Traded National / Regional Home-Based If other, please state TYPE OF BUSINESS _____

Identify two principals (owners) of your business or if your company stock is traded on a recognized stock exchange please provide the symbol and exchange: _____

Approximately how many applicants do you plan to screen per month? _____ How many employees do you have? _____

References

Bank Reference

BANK NAME	LOCATION	
NAME ON ACCOUNT	ACCOUNT NUMBER	CONTACT NAME

Trade Reference(s)

(1) COMPANY NAME	CONTACT NAME
STREET ADDRESS	CITY, STATE, ZIP
ACCOUNT NUMBER	PHONE
(2) COMPANY NAME	CONTACT NAME
STREET ADDRESS	CITY, STATE, ZIP
ACCOUNT NUMBER	PHONE

A copy of your business license, insurance document or official federal document must accompany this paperwork. Due to new industry regulations, your company may be subject to a physical inspection by one of our agents.

Background Check Services Requested

<input type="checkbox"/> Social Security Trace	<input type="checkbox"/> Motor Vehicle Record	<input type="checkbox"/> Criminal Report	<input type="checkbox"/> Civil Report
<input type="checkbox"/> Employment Credit Report	<input type="checkbox"/> Education Verification	<input type="checkbox"/> Employment Verification	<input type="checkbox"/> Reference Verification
<input type="checkbox"/> Credential/License Verification	<input type="checkbox"/> Medical - DHHS	<input type="checkbox"/> Address & Telephone	<input type="checkbox"/> Birth Date Identifier
<input type="checkbox"/> Adverse Action Program	<input type="checkbox"/> Worker's Comp History	<input type="checkbox"/> Division of Family Services (DFS)	<input type="checkbox"/> Office of Foreign Asset Control (OFAC)
<input type="checkbox"/> Employee Disqualification List (EDL)	<input type="checkbox"/> Office of the Inspector General (OIG)	<input type="checkbox"/> National Sex Offender Database	<input type="checkbox"/> Homeland Security
<input type="checkbox"/> Drug Testing	<input type="checkbox"/> Criminal Report- National, Federal, Statewide, Countryside	<input type="checkbox"/> Other: _____	

Maiden Names: True Hire sometimes locates maiden names and other names that an applicant has recently used while conducting the Social Security Trace. Since Criminal Records are kept by name, it is important to search any additional names used within the past 7 years. Additional charges per name will apply. Please initial indicating you understand True Hire's policy regarding additional names.

Initial Here

X _____

Specific Packages that your company has selected:

Specific Report Questions Only

Answer the following service-specific questions if you will be utilizing the service.

Education Verification

Do you want to verify:

- The highest degree received
- The highest degree working toward (An example of this: A student graduated High school and is currently working toward a Bachelor degree at the University. We would verify the University attendance).
- All degrees received

Employment Verification

Do you want the applicants' current employer contacted for a reference?

- Yes
- No

Is there a question on your application asking the applicant if his/her current employer can be contacted for a reference?

- Yes
- No

Our standard is last 5 years or past 3 employers- whichever is greater. Is this fine for your company?

- Yes
- No

Criminal Record Report

Do you want to search:

- Every address the applicant has lived in during the past 7 years/10 years
- The current address only

Do you want to search:

- All AKA's (maiden names, etc.)
- Current name only
- Other _____

Super Administrator User Info This account will have full privileges for requesting background checks.

NAME	PHONE	FAX	EMAIL
(OPTIONAL) USER ID (min.. 6 characters)	PASSWORD (min. 6 characters)	SUPER ADMIN PRIVILEGES: Add Requests, View Results, View Daily Status Reports, Admin Functions	

Additional Requestors/Users Please list all other people that will be requesting background checks.

(1) NAME	PHONE	FAX	EMAIL
(OPTIONAL) USER ID (min.. 6 characters)	PASSWORD (min. 6 characters)	ALLOW USER TO (check all that apply): <input type="checkbox"/> Add Requests <input type="checkbox"/> View Results <input type="checkbox"/> View Daily Status Reports <input type="checkbox"/> Admin Functions	
(2) NAME	PHONE	FAX	EMAIL
(OPTIONAL) USER ID (min. 6 characters)	PASSWORD (min. 6 characters)	ALLOW USER TO (check all that apply): <input type="checkbox"/> Add Requests <input type="checkbox"/> View Results <input type="checkbox"/> View Daily Status Reports <input type="checkbox"/> Admin Functions	

Method of Request/Delivery of Reports

Request

<input type="checkbox"/> Web	<input type="checkbox"/> Fax
<input type="checkbox"/> Email	<input type="checkbox"/> Mail

Delivery

<input type="checkbox"/> Web	<input type="checkbox"/> Fax
<input type="checkbox"/> Email	<input type="checkbox"/> Mail

Background Check Delivery Preference:

- I would like each individual report to be sent separately as available.
- I would like to wait for all reports to be completed for the applicant and sent together.

Service Information In order to service the account the best way possible please ask the following questions.

If delivering reports via fax, is the fax line secure?

- Yes No If no, Please indicate instructions: _____

Is there a purchase order that needs to be referenced for each background check or for entire invoice?

- Yes No If yes, please indicate PO # _____

Have you read and understand the Fair Credit Reporting Act and how it relates to background checks?

- Yes No

Have you read and understand the Americans with Disabilities Act and how it applies to Workers' Compensation Checks?

- Yes No

Other Please list anything else that you would like to address:

Physical Inspection - Required only if you are pulling credit reports.

The FCRA and credit reporting agencies require True Hire to conduct a Physical Inspection on privately-held clients to ensure that the entities we are providing private and/or confidential information to are legitimate businesses with a permissible use for the information (pre-employment screening is a permissible use under the FCRA). This Physical Inspection is required. The cost of the inspection is \$175, and it is normally completed within three business days upon receipt of the User Agreement. This requirement is for companies pulling credit bureaus.

Research Fees - County Felony & Misdemeanor Searches

There are court fees charged to True Hire for access to different Court records in particular counties across the USA. We pass these fees along as incurred. Any fee added to a search is the direct cost of information as incurred by True Hire and is passed through. County Court Access Fees – less than 15% of approximately 10,000 court jurisdictions across the country charge an access fee, typically \$5.00-\$15.00. See Court Access Fee attached.

New York Office of Court Administration - County Felony & Misdemeanor Searches

Approximately 16 counties in New York participate in the OCA program, which charges a fee for direct access to individual county criminal history records. Criminal history records in these counties are only accessible through the OCA, which charges \$55.00 for a search. Counties currently accessible only through the OCA which will incur this fee are: Allegany, Bronx, Cayuga, Chemung, Cortland, Delaware, Fulton, Hamilton, Kings, Montgomery, Nassau, New York, Orleans, Putnam, Queens, and Richmond. The list of participating counties is subject to change.

State MVR Fees - Driving Record Requests

Each state charges a fee for Motor Vehicle Record research. The fees range from \$2.00 (CA/OH) to \$19.50 (RI). You will be charged a state fee for each Driving Record requested. See attached MVR Fee List.

Third Party Employment/Education Verification Systems - For Verifications

Some employers and educational institutions outsource verifications to 3rd party providers, which typically charge \$5.00-\$18.00. You will be billed for the fee that True Hire is charged, there is no markup.

AKA's and Maiden Names - For All Background Check Requests

There will be additional charges for people disclosing maiden names or AKA's, or when names are found on the social security trace.

I have reviewed the applicable court access, state MVR, NY OCA, and 3rd party research fees and understand that I will be billed for them when they occur. A list of these fees can be found attached also understand and agree that the package checked above will be my default package at the rate listed above.

Initial Here X _____