



Personnel Screening Services

"The Total Solution for your company's peace of mind."
Tel: 1-877-385-3200 • Fax: 1-877-385-3300

CLIENT FAX COVER / REQUEST SHEET

Pages Faxed: _____

Date: _____

| | |
|----------------------------|------------------|
| <u>For office use only</u> | |
| Account # _____ | Code: PSS-WPD.02 |



Attention: _____

Account Name: _____

Business Address: _____

Business Telephone: _____ Fax: _____

Please use this cover sheet to attach to completed and signed Authorization Form. Fax directly to us toll free at 1-877-385-3300 for priority handling. All reports are faxed back to client, unless otherwise stated in Special Instructions below.

Client Special Instructions: _____



Authorized Signature: _____ Title: _____

| | | |
|--|---|--|
| Please check (√) the background investigation package that is appropriate for your needs. | | |
| <input type="checkbox"/> \$24.95 Starter Package <ul style="list-style-type: none"> <input type="checkbox"/> Full Credit Check <input type="checkbox"/> Public Filings <input type="checkbox"/> Verification of Social Security Number <hr/> <p style="text-align: center; font-weight: bold; margin: 0;">PLEASE MAKE COPIES FOR FUTURE USE</p> | <input type="checkbox"/> \$34.95 Basic Package <ul style="list-style-type: none"> <input type="checkbox"/> Full Credit Check <input type="checkbox"/> Unlawful Detainers, Public Filings <input type="checkbox"/> Professional License Verification <input type="checkbox"/> Verification of Previous Employment/Salary History <input type="checkbox"/> Verification of Educational Institutions <input type="checkbox"/> Verification of Social Security Number | <input type="checkbox"/> \$44.95 Complete Security Package <ul style="list-style-type: none"> <input type="checkbox"/> Full Credit Check <input type="checkbox"/> Full Criminal Background Check (State and Federal) <input type="checkbox"/> Verification of Professional License <input type="checkbox"/> Public Filings <input type="checkbox"/> Unlawful Detainers <input type="checkbox"/> Verification of Previous Employment/Salary History <input type="checkbox"/> Verification of Educational Institutions <input type="checkbox"/> Verification of Social Security Number <input type="checkbox"/> Workers' Compensation Filings |
| <input type="checkbox"/> DMV Reports from all states are available for an additional charge of \$14.95 when purchased with either our basic or complete security package. <u>Please mark the box on left for this option.</u> Complete Security Package Available for Canada only \$64.95. International Package - Please Call | | |



Personnel Screening Services

PERSONNEL SCREENING SERVICES END USER AGREEMENT

Corporate Offices
506 West Graham Avenue
Suite 208
Lake Elsinore, California 92530
Phone: 1-877-385-3200 Fax: 1-877-385-3300

Dear Sirs,

The undersigned, desiring to use Personnel Screening Services, hereby appoints Personnel Screening Services, as its agent for retrieving information and agrees that all reports will be submitted and received subject to the following conditions.

All reports will be kept strictly confidential; except as required by law, no information from reports will be revealed to any other person except a person whose duty requires him to pass on the transaction in relation to which the report was ordered. No information will be requested for the use of any other person or resold to any third party. Requests for information from the person reported on, or his representative, will be referred to PERSONNEL SCREENING SERVICES for disclosure as provided under the Fair Credit Reporting Act (FCRA), the Americans with Disabilities Act or other applicable laws.

We certify that these reports will be ordered only when intended to be used as a factor in establishing:

PERMISSIBLE PURPOSES FOR ORDERING



Type of Company: _____

Employment or Contract Labor Screening: _____ Rental Agreement or Tenant Screening: _____

When using the information for employment purposes, we will:

- Disclose to the applicant that a consumer report will be ordered.
- Obtain consent from the consumer, as required now or in the future by the FCRA before ordering the report.
- Before denying a job or taking any adverse action, show the report and provided a copy of the FARA "Summary of Rights" notice to the applicant.
- Not violate any applicable Federal or State equal employment opportunity laws or regulations.

When refusing to hire someone based in whole or part on Personnel Screening Services information you agree to:

- Notify the applicant of the "adverse action" and,
- Provided to the applicant information including the right to a free report and right to dispute the record.

We also agree that we will comply with any applicable Federal and State requirement concerning access to or use of motor vehicle reports, workers compensation reports, credit reports, criminal records or any other consumer related reports governed by the individual states. In this regard, we will cooperate with you in monitoring our use of such reports.

We agree to hold Personnel Screening Services and any companies and their affiliates from whom you obtain these reports, and their officers, agents, employees and independent contractors harmless from and against any expense or damage resulting from the publishing, by us, or our employees or agents, of report information contra to these conditions.

We understand and agree that this letter constitutes of service and of reporting, present and future, and applies to all reports made by you and your affiliated companies to our Company at the Home Office or to any of our branches or service offices. No changes in these conditions may be made except by consent in writing by an officer of Personnel Screening Services, or any Successor Corporation or entity. This agreement may be cancelled at any time by thirty-(30) days written notice by either party.

Company: _____

BY: (type or print name/title) _____

SIGNATURE: _____ DATE: _____



**AUTHORIZATION
FOR FORMAL RELEASE OF INFORMATION
THIS INFORMATION IS BEING USED FOR BACKGROUND
PURPOSES ONLY**

PERSONAL INFORMATION

| | | | | |
|---|-------------|------------------------------------|-------|----------|
| First Name | Middle Name | Last Name | | |
| Other Names Used (Maiden/Married/Nicknames) | | Telephone (must include area code) | | |
| Current Street Address | Apt# | City | State | Zip Code |
| 1. _____ | | | | |
| 2. _____ | | | | |
| 3. _____ | | | | |
| Previous Address Within The Past Five Years | | | | |
| Birthplace _____ | | Date of Birth _____ | | |
| Drivers License # _____ | | Issuing State _____ | | |
| Social Security Number _____ | | Citizenship _____ | | |
| (Country) | | | | |

EMPLOYMENT HISTORY

| | |
|------------------------------------|--------------------|
| Current or Previous Employer _____ | Final Salary _____ |
| Contact Name _____ | From/To _____ |
| Address _____ | Tel. _____ |
| Prior Employer _____ | Final Salary _____ |
| Contact Name _____ | From/To _____ |
| Address _____ | Tel. _____ |
| Prior Employer _____ | Final Salary _____ |
| Contact Name _____ | From/To _____ |
| Address _____ | Tel. _____ |

EDUCATION

| | |
|-------------------|------------------------|
| Degree _____ | Date Issued _____ |
| Institution _____ | Tel. _____ |
| Address _____ | City _____ State _____ |

I hereby certify that I have carefully reviewed and approved the foregoing information supplied by me and that this information is true and correct to the best of my knowledge. In accordance with the Privacy Act, the Freedom of Information Act, and the Fair Credit Reporting Act. I expressly authorize Personnel Screening Services and any person associated with any Educational Institution, past or present Employer, any Law Enforcement Agency or Court, the Department of Motor Vehicles, all necessary Government and Private Agencies, Workers' Compensation, all Credit reporting Agencies to release this information to Personnel Screening Services for the purpose of being considered for employment. I hereby release Personnel Screening Services and ALL PERSONS from liability as a result of furnishing the foregoing information. I also authorize that a copy of this RELEASE be as valid as an original.

Signature _____ Date _____

Print Full Name (clearly) _____



Personnel Screening Services

AS LOW AS
\$24.95

Shouldn't You Know:

- ◆ If your job applicant or current employee has a felony or misdemeanor criminal record?
- ◆ If their Social Security number is valid?
- ◆ If their driving record is clean?***
- ◆ If their professional licenses are valid and current?
- ◆ If their credit report indicates financial responsibility? We think you should!

Personnel Screening Services offers the most comprehensive background investigation package on new hires or existing employees in the industry.

CONVENIENCE © SPEED © ACCURACY © NATIONWIDE

\$24.95 **Starter Package**

- ☞ Full Credit Check
- ☞ Public Filings
- ☞ Verification of Social Security

\$44.95 **Complete Security Package**

- ☞ Full Credit Check
- ☞ Full Criminal Background Check (State and Federal)
- ☞ Verification of Professional License
- ☞ Public Filings
- ☞ Unlawful Detainers
- ☞ Verification of Previous Employment/Salary History
- ☞ Verification of Educational Institutions
- ☞ Verification of Social Security Number
- ☞ Workers' Compensation Filings (Please Call)

\$34.95 **Basic Package**

- ☞ Full Credit Check
- ☞ Unlawful Detainers, Public Filings
- ☞ Professional License Verification
- ☞ Verification of Previous Employment/Salary History
- ☞ Verification of Educational Institutions
- ☞ Verification of Social Security Number

ALL PACKAGES INCLUDE

- ☑ 24 Hour Toll Free Information Line
- ☑ 24 Hour Toll Free Fax Lines Available
- ☑ FULL Report Faxed In Three Business Days
- ☑ NO EMPLOYER LIABILITY
- ☑ NO LIMIT NO MINIMUM USAGE
- ☑ NO SOFTWARE NEEDED, NO DEPOSITS

*****DMV reports from all states are available for an additional charge of \$14.95 when purchased with either our basic or complete security package. Canadian Package - \$64.95 International – Please call.**

P.S.S. was created by professionals from the legal and law enforcement industries, as well as internal auditors and financial people, to help close the biggest security gap in your company today. Background investigations on existing potential employees at ANY level.

The potential for corporate damage by a prospective new hire or existing employee is incredible!

- ▲ Theft Embezzlement ▲ Unjustified Employee Suits ▲ Fraudulent Employee Worker's Compensation Claims ▲ Instability
- All this peace of mind for about the cost of a credit report!**

Please make copies of all our easy to use required forms; fax completed forms to Personnel Screening Services.

NATIONWIDE CALL TOLL FREE

Corporate Office
Tel: 1-877-385-3200

ALL COMPLETED FORMS → Fax: 1-877-385-3300 ← ALL COMPLETED FORMS

Personnel Screening Services • 506 West Graham Avenue, Suite 208, Lake Elsinore, CA 92530
Please visit our website @ www.personnelscreenings.com for required forms