

# SOURCE RESOURCES

## BACKGROUND & EMPLOYMENT SCREENING SERVICES

**Toll Free: 800-678-8774 Fax: 800-537-3297**

**ASK ABOUT SAME DAY *RUSH* SERVICE AVAILABLE FOR MANY SEARCHES**

**Order on the Web: [www.sourceresources.com](http://www.sourceresources.com)**



### THE MOST COMPREHENSIVE PUBLIC RECORDS ACCESS

**BACKGROUND & EMPLOYMENT SCREENING  
IS A VALUABLE ASSET TO YOUR ORGANIZATION**

- Increase safety – Reduce the chance of workplace violence.
- Prevent losses – Stop theft and embezzlement by identifying those who have previously engaged in such activities.
- Reduce turnover – Identify transient employees with a checkered work history.
- Comply with regulations – Fulfill state or federal statute requirements that require employees of some industries to undergo background checks.
- Qualify personnel – Ensure your hires have the skills to do the job.
- Manage risk – Avoid litigation [i.e. negligent hiring suits] and reduce exposure to insurance settlements.
- Provide security – Protect your company's assets, data and trade secrets.

If you are currently hiring without conducting an employment background check, you could be making a serious mistake. The danger is hiring individuals into the work force about whom very little or nothing is known. SOURCE RESOURCES is a nationwide leader in employment and background screening. With almost 20 years experience, the staff at SOURCE RESOURCES has served our customers with quality and accurate services. Our online background checks cover all relevant searches including criminal records, credit reports, driving records [DMV], social security number traces, professional license verification, including elderly abuse, complaints and disciplinary action where available and more, much more. To find out more about how we can develop an employment background service that will help you protect yourself and your organization contact SOURCE RESOURCES today.

**IF YOU DON'T SEE IT CALL: 800-678-8774 or EMAIL: [info@sourceresources.com](mailto:info@sourceresources.com)**

**We accept: VISA - MC - AMEX - DISCOVER - MONEY ORDER - COMPANY CHECK -  
CHECK BY FAX (call for details)**

**Note: Prices, Availability and Turnaround Times are subject to change without notice. Turnaround times are estimated, not guaranteed. Not responsible for the interpretation of orders not typed.**

**BACKGROUND & EMPLOYMENT SCREENING SERVICES**  
**SOURCE RESOURCES SIGN-UP FORM**

**24 Hour Toll Free Order line: 800-678-8774 / Toll Free Fax line: 800-537-3297**

**Company Name:** \_\_\_\_\_

**Your Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Physical address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Special Note:** Ask for details about our **Diamond Discount Plan** by calling **800-678-8774** for details. Please indicate with an "X" which type of payment option you wish to sign-up with. **The Diamond Discount Plan REQUIRES a non-refundable retainer.** \_\_\_\_\_ **Diamond Account** or \_\_\_\_\_ **General Account**

**Please indicate your method of payment: (WE DO NOT ALLOW OPEN BILLING) Pre-payment is required!**

\_\_\_\_ **Company Check / Money Order Sent with each order.** (NOTE: \$25.00 service fee on returned checks)

\_\_\_\_ **Establish Retainer by Mailing Funds or Check by Fax \$** \_\_\_\_\_

\_\_\_\_ **Credit Card (We accept American Express, Diners Club, Discover, Master Card, and Visa)**

***The Credit Card below must be a Corporate or Company Card or the Card of the Owner, or Officer of the above Company or Corporation.***

**Credit Card Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Holder's Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

(Exactly as it appears on Card)

**Cardholder's Address:** \_\_\_\_\_

(Where the Monthly Statement is sent)

**City:** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Cardholder's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(You must sign LEGIBLY!!!)

I understand that I am placing an order or orders for a search of an electronic or mechanical database through a fallible source and assume full responsibility for inaccurate or incomplete identifying information submitted or results received. I agree that Source Resources is held harmless for errors or omissions, and cannot guarantee the accuracy or completeness of reports for the fee or fees charged. I understand that requests may not be canceled. I certify that all requests are submitted in accordance with FCRA, GLB, DPPA and all other Federal, State, or Local laws that may apply. I authorize the bank or company that issued my credit card to accept this order and future orders with the same authority as if my original signature and card imprint appeared. I also agree that neither SOURCE RESOURCES nor its personnel are responsible for the misinterpretation of Handwritten Orders. I also understand that prices and availability are subject to change without notice, and that turnaround times are estimated and not guaranteed. I also agree to receive E-Mail and Faxed notification of new and /or special discounts.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(You must sign LEGIBLY and You MUST include a copy of your Business license)

# BACKGROUND SCREENING SEARCHES

## CRIMINAL RECORD SEARCHES (Turnaround times may vary)

**PEN:** Nationwide Search for Federal Penitentiary Information by full name and  
DOB. ----- Price: \$19.50

**CMSW:** Statewide County Court Criminal History search by name, DOB, SSN and  
state to search. This search is available in every state except MA, WV (see  
CMSW3), TX (see CMSW2) and NY (see CMSW4). ----- Price: \$29.00

**CMSW2:** Statewide County Court Criminal History search by name, DOB, SSN in TX  
only. ----- Price: \$8.00

**CMSW3:** Statewide County Court Criminal History search by name, DOB, SSN in MA  
only. ----- Price: \$35.00

**CMSW4:** Statewide County Court Criminal History search by name, DOB, SSN in NY  
only. All counties including state mandated OCA report ----- Price: \$78.00

**SEXOF:** Statewide Sex Offender search by name, DOB, (SSN optional) and state to  
search ----- Price: \$22.50

**FEDCM:** Search for Federal District or Division criminal history by name, DOB,  
city and state. ----- Price: \$35.00

**NWW:** Nationwide search for Wants and Warrants by full name, DOB, SSN, race,  
and sex. ----- Price: \$22.50

**ASK ABOUT SAME DAY RUSH SERVICE AVAILABLE FOR MANY SEARCHES**

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**NEW**

Now available NATIONAL CRIMINAL RECORDS with just one search

**NEW**

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## ***SOURCE RESOURCES - National Criminal Records***

***Does not include Hawaii, Massachusetts, South Dakota and Vermont***

Finally National Criminal Records with one search

**NCR:** Nationwide Search for Criminal Records Information by full name and DOB.  
Information returned may include: case number, date, location, charge, and  
disposition. Turnaround time is generally 1 to 2 business days if ordered by  
11:00 a.m. (CST). ----- Price: \$48.50

## **Full Consumer Credit Reports**

**IF YOU ARE REQUESTING A FULL CONSUMER CREDIT REPORT THE FORM ON PAGE 6  
OF THIS USER GUIDE MUST BE COMPLETED AND FAXED TO 800-537-3297.**

**CD1FC** - \$20.00 - (CBI-EQUIFAX)

**CD2FC** - \$20.00 - (EXPERIAN)

**CD3FC** - \$20.00 - (TRANS-UNION)

**CD7FC** - \$60.00 - (CBI-EQUIFAX, EXPERIAN, and TRANS-UNION)

**CD4FC** - \$40.00 - (CBI-EQUIFAX and EXPERIAN)

**CD5FC** - \$40.00 - (CBI-EQUIFAX and TRANS-UNION)

**CD6FC** - \$40.00 - (EXPERIAN and TRANS-UNION)

## WORKER'S COMPENSATION CLAIMS

Search for Worker's Compensation Claims by name, SSN and DOB (opt) Information returned may include: accident date, employer, work return date, type of injury, and amount of settlement. Call for turnaround time.

**WK1:** Search by name, SSN and DOB (opt) in all of the following states: IA, MD, MI, and MS. ----- Price: \$17.00

**WK2:** Search by name, SSN and DOB (opt) in one of the following states: AR, FL, IL, KY, LA, NE, NM, OH, OK, & TX. ----- Price: \$17.00

**WK5:** Search by name, SSN and DOB (opt) in Arizona. ----- Price: \$35.00

## DRIVER HISTORY SEARCHES

Driver history searches not available in **AK, IN, NV, PA & WA**

**DL1:** Search in one of the following states: FL, NY, & OH. (Ohio requires SSN only). Requires full name, date of birth and SSN. ----- Price: \$20.50

**DL2:** (REQUIRES DL #) Search in all available states except: AR, DC, GA, IL, MA, NJ, OK, RI, & VA Requires full name, date of birth, SSN and driver License number. -----Price: \$20.50

**DL3:** (REQUIRES DL #) Search in one of the following states: AR, DC, GA, IL, MA, NJ, OK, RI, & VA. Requires full name, date of birth, and driver license number. ----- Price: \$35.00

**NOTE: ALL DRIVER HISTORY REQUESTS MUST USE DRIVER RECORD ORDER FORM ON PAGE 5**

## ORDER CANCELATION POLICY

Not all searches once ordered can be canceled. Certain searches in progress but not completed may be canceled if necessary. All canceled searches will be charged a fee equal to 50% of the search price, but not to exceed \$50.00.

**Note: Prices, Availability and Turnaround Times are subject to change without notice. Turnaround times are estimated, not guaranteed. Not responsible for the interpretation of orders not typed.**

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## IF YOU HAVE ANY QUESTIONS PLEASE CALL

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**SOURCE RESOURCES** Check our website, [www.sourceresources.com](http://www.sourceresources.com) for our comprehensive list of services and products, or call: **800 678-8774**.

WE ACCEPT:





