



**CLIENT REQUEST FORM**

FROM:	_____	TO:	THE PRE-CHECK COMPANY
SENDER:	_____	ATTENTION:	<b>OPERATIONS DEPARTMENT</b>
E-MAIL:	_____		
PHONE:	_____	PHONE:	<b>(216) 226-7700</b>
FAX:	_____	FAX:	<b>(440) 348-5441</b>
ACCOUNT#:	_____	LOCATION:	<b>Westlake, OH</b>

*If you have trouble or questions with this transmission, please call the sender.*

**CONFIDENTIALITY NOTICE:**

The document and information accompanying this form are privileged and confidential and intended for disclosure only to the named addressee. Any disclosure or distribution to or use by anyone else is prohibited. If you have received this fax in error, please notify the sender immediately by telephone and return the form and accompanying documents to the sender at the above address.

**Please conduct a background check on the following individual.  
I have attached all necessary documents and information.**

<b>NAME:</b>	<b>SS#</b> -      -
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**I have placed a checkmark next to the service(s) requested for the applicant:**

- REFERENCE - EMPLOYMENT (*Supervisors' Names And Phone #'s Required*)
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- VERIFICATION - EMPLOYMENT
- VERIFICATION - EMPLOYMENT
- VERIFICATION - EMPLOYMENT
- EDUCATION VERIFICATION – Date of Graduation \_\_\_\_\_

**(Choose only one type of criminal search from the following three.)**

- CRIMINAL SEARCH – BASIC (County of Residence)
- CRIMINAL SEARCH – STATEWIDE (Counties of Present and Prior Residence)
- CRIMINAL SEARCH – PRE-CHECK COMPLETE (Counties of Present and Prior Residence)
- MOTOR VEHICLE REPORT (State of Residence)
- CREDIT HISTORY
- OTHER: \_\_\_\_\_

**SPECIAL INSTRUCTIONS:** \_\_\_\_\_