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**24500 CENTER RIDGE ROAD, SUITE 225, WESTLAKE, OHIO 44145  
PRE-CHECK MENU of SERVICES**

**ONE-TIME SET UP FEE: \$25.00**

This is an initial fee to be set up in the Pre-Check system.

**EMPLOYMENT REFERENCE: (1) \$19.00**

Confirmation of the applicant's performance for previous employers during the past ten (10) years or longer if contact information is available. The information obtained from the interview may include, but is not limited to: work habits, character, ethics, attitudes, conflict resolution, last dates of employment, salary (as available), productivity, skills, attendance, eligibility for rehire, and reasons for leaving. In the event that we are unable to reach former supervisors, additional professional/personal references will be contacted. Each employer/reference contacted is considered a separate service.

**EMPLOYMENT VERIFICATION: (1) \$15.00**

Verification of the applicant's employment during the past ten (10) years. The information, which varies based on company policy, can confirm dates of employment, position held, salary (as available), attendance and eligibility for rehire. Additional pertinent information is often provided. Each employer verification contacted is considered a separate service. (For a DOT Verification, add \$3.00)

**EDUCATION VERIFICATION: \$15.00**

Education is the most often falsified information on a resume. Verification of educational history at one institution (usually the highest level listed by the applicant) is provided with this service. The information provided may include major, degree earned, date of acquisition, and dates of attendance. (Any fee based service will be an additional cost.)

**EXECUTIVE REFERENCE: \$38.00**

This service offers detailed responses to specific questions that are customized to the specific needs of the job position. Typically used for senior-level hires, these references are designed to make sure that the candidate meets the exact requirements of the job. Through personal interviews with known associates of the applicant, a custom interview script will be tailored to the requirements of the job.

**PROFESSIONAL LICENSURE: (1) \$15.00**

Professional degrees and licenses are verified at the state board level. Determination of status and history of suspensions are reported. Disclosure events (complaints) are also provided, as well as recorded citations, when available.

**EMPLOYMENT CREDIT HISTORY: \$19.00**

History of the applicant's credit, verification of name and Social Security Number, and a listing of public records such as bankruptcy filings and civil litigation. This report also often provides the applicant's current address and may provide up to four previous employers. Separate approval application is required, call for details. There is an initial one-time setup fee of \$75.00

#### **MOTOR VEHICLE REPORT: \$9.00 +State Fee**

Review of the applicant's current driving history (for the past three years) in any state requested. An inability to follow state traffic regulations can indicate a tendency not to follow company rules. Please note: all states require Driver's License numbers to properly access reports.

#### **WORKERS' COMPENSATION REPORT (POST OFFER): \$19.00**

Report of work related injuries sustained by the applicant as reported by the Bureau of Workers' Compensation. Information includes the case number, injury, and date of injury case status. This check is conducted after a conditional offer of employment has been made. *A number of states do not report workers' compensation records. State fees may be passed along to the customer.*

#### **MEDIA SEARCH – INDIVIDUAL: \$65.00**

Acquires critical information through a variety of databases, websites, and social media outlets containing news or information on the individual, business, or related keywords being searched. Results come from news articles, scholarly pieces, opinion pieces or critical analyses, political contributions, customer praise or complaint, photographs, and/or anecdotal information regarding the person or business of interest, as well as any other pertinent information. The search report will not draw conclusions regarding the object of the search, but will attempt to provide unbiased results. Searches taking longer than 2 hours will be subject to an additional fee.

### **CRIMINAL SEARCHES**

#### **BASIC CRIMINAL SEARCH: (2) \$17.00**

This service provides a 7 to 10 year felony and misdemeanor search in the jurisdiction of residence or county requested. A researcher **physically checks** for felonies in county records and misdemeanors in municipal records in the county seat using a combination of identifiers, such as current name, address, Social Security Number, and date of birth. We automatically search up to 3 former or additional names, including hyphenated names provided by the applicant, for an additional charge.

#### **STATEWIDE CRIMINAL SEARCH: (2) \$31.00**

Services differ by state. Whenever possible, searches are conducted through the appropriate state agencies. Several different kinds of physical and electronic checks are conducted. First, a basic county criminal check(s) (see Basic Criminal above) is initiated. Second, one or more searches are conducted through various electronic databases in the state requested. When criminal history is identified in additional counties, researchers are automatically sent to those counties within the state to further search for felonies and misdemeanors. A 50 state sexual offender search and a search of 300+ databases are also completed to look for career felons.

#### **PRE-CHECK COMPLETE (A NATIONAL CRIMINAL SEARCH): (2)(3) \$37.00**

Using the job seeker's (applicant's) Social Security Number and highly sophisticated electronic searches (including a Statewide, multi-state and National Sexual Offender Registry), Pre-Check is able to provide targeted physical searches of county and municipal court records for criminal activity. Electronic searches incorporate a 50 state sexual offender search, multiple United States Patriot Act searches, to include part of the FBI, US Marshall, and OFAC databases. Pre-Check sends researchers to specific locations to physically search for felonies and misdemeanors. All searches within the applicant's state of residence are searched for one fee. Separate per county fees occur for searches outside the state (see Basic Criminal Search). Requests received by 11:00am Eastern time are typically completed in 2 to 3 days.

#### **FEDERAL COURT SEARCH: \$8.00**

The most comprehensive search available of the 94 U.S. District Courts. This service examines crimes against the U.S. Government such as bank robbery, treason, interstate drug trafficking, mail fraud, civil rights violations, white collar crimes, kidnapping, tax evasion, embezzlement, illegal sale of firearms and pornographic exploitation of children. Under the Freedom of Information Act, we are able to search Federal databases, legislated by the U.S. Congress. Clear histories, along with bankruptcy cases, are reported in 1 to 2 days. However, should a potential criminal history appear, confirmation through the US Marshall's Office may be obtained by completing form DOJ-361. Federal-level civil searches are available upon request. Confirmation of these results typically takes a minimum of 30 business days to be processed by the U.S. Marshals Office. **An additional charge of \$12.00 is added if a name match is found and we must proceed with using the U.S. Marshals Office.**

**CIVIL SEARCH: \$18.00**

This is an upper level search that checks for civil litigation in which the financial damages are \$25,000 or more. These non-criminal actions cover such areas as lawsuits against previous employers and workers' compensation claims.

**ELECTRONIC E-VERIFY: \$8.00**

This service automates the E-Verify process. Through a very intuitive process, managers can comply with OFCCP regulations thus avoiding federal penalties from ICE and other agencies. The setup fee is \$125.00.

**5-PANEL URINE + MDA-ANALOGUES + 6-ACETYLMORPHINE (ALSO KNOWN AS A 7-PANEL): \$41.00**

Affirmation of the presence of illegal drugs through urinalysis. This test includes the confirmation of all positive results through gas chromatography-mass spectrometry (GC/MS). A Medical Review Officer is available to view any positives at an additional cost. The illegal drugs detected include Amphetamines/Methamphetamine, MDA-Analogues, Marijuana, Cocaine, Opiates, 6-Acetylmorphine and Phencyclidine (PCP). Testing can be performed for pre-employment, random selection, reasonable suspicion, or post-accident. Testing for adulteration/substitution is included in pricing. For a 9 or 10 PANEL URINE TEST add \$4.00 per test.

**5-PANEL HAIR TEST: \$60.00**

Stop drugs at the employment door. Drug abuse in the workplace puts employers at a risk for higher insurance costs, increased accidents, more absenteeism and lower productivity. Hair testing is the only drug testing method available that provides up to a 90-day drug use history. When compared with urine testing, hair testing provides nearly twice the number of positives due to its longer detection window. There are thousands of collection sites where approximately 120 strands of hair, cut close to the scalp, are collected under direct supervision without any invasion of privacy. Dependable turnaround times are often 24 hours for negative results and typically non-negative screens are available in 72 hours or less. By using Quest Diagnostics hair tests have FDA Clearance.

**EMPLOYMENT PHYSICALS: \$69.00**

Physicals vary from location to location across the country. A basic physical would consist of medical history (blood pressure, pulse, temperature and respiration), height/weight, whisper hearing screen, and range of motion. Physical exams may be modified to include such requirements as lifting, 2 step Tuberculosis test, and Hepatitis B screen. Drug collections and other screens are available for an additional fee.

**ELECTRONIC FINGERPRINT BCI – OHIO: \$44.00**

All of Ohio's 88 counties, with a total of 1200 jurisdictions, are searched for reported criminal records. Fingerprint records are searched through Ohio's Automated Fingerprint Identification System (AFIS) which contains over one million records from 1943 to the present. The records include felony and misdemeanor dispositions. Arrest records and non-disposition cases are not filtered out of the information reported. Criminal records with a "clear" result are returned in 2-3 days. Applicants with criminal or potential criminal histories may take 30 days; however, this is subject to change due to BCI volume activity. Please see Basic Criminal Search for faster results.

**ELECTRONIC FINGERPRINT – FBI: \$48.00**

The FBI Fingerprint Checks using the latest technology are electronically scanned and sent for processing through the FBI Automated Fingerprint Identification System (AFIS). FBI scientists and forensic specialists provide a critical service by matching fingerprints with millions of criminal records. According to the FBI statistics, their annual hit rate is 12%. If there are "Hits" on the FBI check, the results may take up to 4 weeks or longer.

**FBI/BCI WHEN COMBINED TOGETHER (PER SET): \$80.00**

- (1) *Some companies/schools/institutions will only provide verification through a fee based verification service. Should this be the case, an additional fee will be charged in addition to the regular service. All possible attempts will be made to verify without use of the service.*
- (2) *Criminal searches may be subject to county processing fees. A list of counties that charge additional fees is available upon request. Currently, no Ohio county charges an additional fee.*
- (3) *All counties within the applicant's home state, as identified by the SSN search, are included in this price. Additional jurisdictions outside the home state are automatically searched for an additional \$17.00 each.*

Motor Vehicle Report  
 State Fee Schedule (07/09/2017)  
 Our cost of \*\$9.00 plus the State fee

Alabama	9.75	Montana	7.25
Alaska	14.00	Nebraska	3.00
Arizona	6.00	Nevada	8.00
Arkansas	13.00	New Hampshire	13.00
California	2.00	New Jersey	12.00
Colorado	2.20	New Mexico	6.50
Connecticut	18.00	New York	7.00
Delaware	25.00	North Carolina	10.00
District of Columbia	18.80	North Dakota	3.00
Florida	8.05	Ohio	5.00
Georgia	6.00	Oklahoma	27.50
Hawaii	23.00	Oregon	10.00
Idaho	9.00	Pennsylvania	10.00
Illinois	12.00	Rhode Island	20.00
Indiana	7.50	South Carolina	7.35
Iowa	8.50	South Dakota	5.00
Kansas	8.70	Tennessee	7.50
Kentucky	5.50	Texas	6.50
Louisiana	18.00	Utah	9.00
Maine	7.00	Vermont	18.00
Maryland	12.00	Virginia	8.00
Massachusetts	8.00	Washington	13.00
Michigan	11.00	West Virginia	11.00
Minnesota	5.00	Wisconsin	7.00
Mississippi	14.00	Wyoming	5.00
Missouri	7.00		
		Ontario, Canada	14.50
		Quebec 1+mos	15.00
		Puerto Rico 2-3mos	11.00
		Guam 4-6 weeks	4.50
		Virgin Islands 4-6wks	5.00