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Court Searches

County Criminal Records (onsite) Search

Service: County Criminal Records require a search for criminal convictions at the appropriate county courts. Records are available in each county throughout the United States.

Information Source: County Superior Courts

Methodology: County Superior Courts are searched directly at the source in person, via court Internet websites or direct connection in the court index.

Information Verified: AccuSourceHR™ performs criminal records searches for felony and misdemeanor convictions for violations of state and local laws. Scope of records searched is determined by client-defined search requirements as permissible by applicable state and federal record reporting guidelines and ready availability of court records. The most common scope of search is a 7-year history. County criminal direct records searches can reveal felony convictions, including murder, rape, lewd acts/sexual abuse, robbery, kidnapping, etc. and related misdemeanor convictions, including spousal abuse, driving under the influence, petty theft, possession of a controlled substance, and more. Completed reports may include case numbers; offense and disposition dates; charge name, description, and type; charge details; and disposition and sentencing details. In addition to convictions, open cases and active warrants will be reported as permissible by federal and state guidelines.

Disclaimer: If an applicant possesses a common name as defined by the U.S. Census Bureau, additional research may be required to meet record reporting quality standards. This may add to the length of time required to process the Federal Criminal Records Search. Client requestors are encouraged to include the applicant's middle name whenever possible to aid in expediting the research process. Applicants should also be required to provide full name, including middle name, when background screening requests are processed through Applicant Tracking System (ATS) integration or applicant portal.

Some County Courts levy a separate fee for access to court records. When required, AccuSourceHR™ passes through the access fee to clients without markup.

Federal Criminal Records Search

Service: Appropriate U.S. Federal District Court(s) defined by applicant history and client-defined scope of work.

Information Verified: This search will return criminal records filed at a U.S. Federal District Court(s). Most records are indexed by subject name, with additional identifiers including date of birth (DOB) and address history utilized to confirm subject match as available*.

*Scope of records Searched: Standard throughout the industry is a 7-year records search, however, AccuSourceHR™ reports records as far back as state guidelines permit and/or are available from the districts. Records identify criminal activity prosecuted through the federal court system and include violations of the Constitution or federal law (i.e., bank robbery, embezzlement, tax evasion, mail fraud and other federal statute violations)

Methodology: Federal criminal records searches are conducted via online research utilizing the Public Access to Court Electronic Records (P.A.C.E.R.) locator index system. When a potential record(s) is

located based upon subject name match, AccuSourceHR™'s team of professional researchers may also reach out to the district court of record or other affiliated correctional sources to obtain additional case detail needed to further confirm subject match and/or reportability of the record(s) found.

Statewide Criminal Records Search

Service: Statewide Criminal Records require a search for criminal convictions at the appropriate statewide repository, database or state direct record source. Not all states maintain public access to a consolidated source for criminal records in multiple jurisdictions and the most appropriate source for multi-jurisdictional state criminal records varies from state to state. Currently, statewide criminal records searches are available in 45 individual states throughout the United States. *Information Source:* state repository

Source: Statewide Records Repository, Statewide Database, or state Administrative Office of the Courts (based upon the available or most appropriate method for each state.)

Information Verified: AccuSourceHR™ performs statewide criminal records searches for felony and misdemeanor convictions for violations of state and local laws. Scope of records searched is determined by client-defined search requirements as permissible by applicable state and federal record reporting guidelines and ready availability of court records. The most common scope of search is a 7-year history. Statewide criminal records searches can reveal felony convictions including murder, rape, lewd acts/sexual abuse, robbery, kidnapping, etc. and related misdemeanor convictions including spousal abuse, driving under the influence, petty theft, possession of a controlled substance, and more. Completed reports may include case numbers; offense and disposition dates; charge name, description, and type; charge details; and disposition and sentencing detail. In addition to convictions, open cases and active warrants will be reported as permissible by federal and state guidelines. *Disclaimer:* Not all state repositories are available to the public. Not all courts update their information in the state repository, creating outdated or missing information.

Methodology: Court databases, repositories or direct sources are searched directly at the source in person, via court Internet websites or direct connection in the court index. The data source searched in each state is determined by best availability of criminal record data, cost of data access, processing time, ease of access and other factors. The most common sources of records are: Statewide Criminal Records require a search for criminal convictions at the appropriate statewide repository, database, or state direct record source. Not all states maintain public access to a consolidated source for criminal records in multiple jurisdictions and the most appropriate source for multi-jurisdictional state criminal records varies from state to state. Currently, statewide criminal records searches are available in 45 individual states throughout the United States.

Database Searches

Global Homeland Security Search

Service: A search of a database compiled from lists provided by U.S. and various international governmental agencies of individuals who may be involved in terrorist activities, money laundering, illegal imports, fraud against government agencies, violations of federal banking regulations, and fugitives from justice.

Information Source: database

Scope of records Searched: Records identify individuals who may be involved in terrorist activities, money laundering, illegal imports, fraud against government agencies, violations of federal banking regulations, and fugitives from justice. Information may include citizenship, employment or group membership or affiliation.

Methodology: A database compiled from lists provided by U.S. and various international governmental agencies. Refer to document "Global Homeland Security Watch List" for specific coverage, limitations, and sources.

Please contact AccuSourceHR™ for "Global Homeland Security Watch List document.

Integrated National Criminal Database Search

Service: A name-based search for criminal record information and state department of corrections records within a proprietary database file comprised of over 500 million records.

Information Source: Comprehensive Proprietary Database

Scope of records Searched: Criminal felony and misdemeanor level conviction data is common. Additional criminal activity data may be available, based upon individual court jurisdiction policies and practices. Data provided may include arrest details, case numbers, offense and disposition dates, charge(s) and charge level(s), disposition, and sentencing detail.

Methodology: AccuSourceHR™'s team of professional in-house researchers search a proprietary records database utilizing the candidate's full name. Additional available identifiers are utilized to confirm identity match if a potential record match is revealed. Data contained in the Integrated National Criminal Database is compiled from a wide range of records sources. The type and depth of information available may vary based upon jurisdiction and source. When a potential record(s) match is revealed, the record(s) are then confirmed at the primary record source to meet Fair Credit Reporting Act (FCRA) compliance requirements (additional fees may apply).

Disclaimer: As data contained in the Integrated National Criminal Database is compiled from a wide range of records sources, level of criminal offense, breadth of file detail, and record status change updates vary by court and jurisdiction. While the Integrated National Criminal Database search is recommended as valued option to expand the scope of a comprehensive criminal record history background screen and potentially locate additional records of criminal activity in jurisdictions outside the jurisdictions where a subject indicates address history, it is not recommended to utilize a database product as the primary source of criminal record history.

Under FCRA guidelines, any records found utilizing database sources must be validated and confirmed at the direct record source prior to use in employment decisions. If a record potentially belonging to the screening subject is identified through the National Criminal Database search, the current status of the record must then be confirmed at the court of record (additional fees may apply).

Sexual Offender Search

Service: National Sex Offender Registry database or direct State Sex Offender Registry search for

registered sexual offenders.

Information Source: The National Sex Offender Registry database maintains records sourced from the State Sex Offender Registries held in all 50 states, the District of Columbia, and applicable U.S. territories. Each State Sex Offender Registry maintains the records for the individual state and is considered the direct source of record as state registries house actual registration records.

Scope of records Searched: Information provided varies by state, it can include type of offenses, known aliases, date of birth, addresses, and whether or not registrants are in violation of registration requirements.

Information Verified: Types of offenses reported and records available can vary based upon individual state law. Data obtained may include offense type, conviction dates, known aliases, date of birth, known addresses, individual restrictions, and any history of violation of registration requirements. Note: Registration is usually a perpetual requirement for persons convicted of sexual offenses which may result in notification of registration status beyond standard applicable state and/or federal reporting guidelines.

Methodology: Databases and registries are searched by subject name. Additional available identifiers are utilized to confirm identity match if a potential record match is revealed.

Disclaimer: Under Fair Credit Reporting Act (FCRA) guidelines, any records found utilizing database sources must be validated and confirmed at the direct record source prior to use in employment decisions. If a record potentially belonging to the screening subject is identified through the National Sex Offender Database search, the current status of the record must then be confirmed at the court of record and/or through a search of the primary state sex offender registry prior to use in employment decisions. Record availability, especially for offenses with lower level of classification, may be restricted by state law in some jurisdictions. If an applicant possesses a common name as defined by the U.S. Census Bureau, additional research may be required to meet record reporting quality standards. This may add to the length of time required to process the Sex Offender Registry Search. Report requesters are encouraged to include the applicant's middle name whenever possible to aid in expediting the research process. Applicants should also be required to provide full name, including middle name, when background screening requests are processed through Applicant Tracking System (ATS) integration or applicant portal.

Global Watchlist

Service: The Global Watchlist is an investigation of a continuously updated data source comprised of numerous government databases and watchlists.

Source: Search of a proprietary database containing records from multiple government sanctions, investigative, and debarment databases worldwide

Information Verified: Data sources include US and international terrorist watch lists, lists of excluded parties, Office of Foreign Assets Control (OFAC), Office of Inspector General/List of Excluded Individuals/Entities (OIG/LEIE/SAM), FDA Debarment, Most Wanted Fugitives and more than 100 additional public data sources.

Methodology: AccuSourceHR™'s team of professional in-house researchers search a proprietary records database utilizing the candidate's full name. Additional available identifiers are utilized, when available, to confirm identity match if a potential record match is revealed. Data captured in the Global Watchlist is compiled from a wide range of records sources. Type and depth of information available may vary based upon individual database type and source.

Disclaimer: An in-depth listing of the database sources included in the Global Watchlist is available upon request. Additional database sources are added continuously. Therefore, the expanded list may not include all data sources contained in the search.

Verification Services

Education Verification

Service: Verifies a person's educational history which can help eliminate falsified or overstated credentials.

Information Source: Direct contact with the institution's Office of the Registrar or through online/automated verification systems.

Information Verified: Information can include type of degree, attendance, date of graduation, major studies, GPA and degree earned.

Methodology: The processor generally makes 3 attempts* to obtain the verification. Depending on client preferences, if the institution is non-responsive or our processor is unable to obtain accurate contact information, our processor will reach out to the client to get additional information (or applicant with client approval) or instructions on how to proceed with the verification. *An attempt constitutes any time the CRA tries to contact an institution via telephone, fax, electronic mail or mail in an effort to complete an employment or education verification.

Disclaimer: This verification can be delayed if institutions do not promptly return calls or if verifications are processed by mail only. The accuracy of the verification can be affected if the applicant attended school under a different name than stated on the application or if the applicant has recently graduated and the institution has not yet updated their records.

Third Party Verifiers: Many higher education institutions outsource verification information to third party verifiers. Any applicable third-party fees are not included in AccuSourceHR™ pricing and will be passed through to client.

Employment Verification

Service: Verifies a person's past and/or present work experience (including military verification) which can let employers know if the applicant is being honest about length of employment.

Information Source: Direct contact with the employer's Human Resources Department or through online/automated verification systems.

Information Verified: Information can include dates of employment, position, salary, reason for leaving, eligibility for rehire, disciplinary action taken, dependability, and general work duties.

Methodology: The processor generally makes 3 attempts* to obtain the verification. Depending on client preferences, if the employer is non-responsive or our processor is unable to obtain accurate contact information, our processor will reach out to the client to get additional information (or applicant with client approval) or instructions on how to proceed with the verification. *An attempt constitutes any time the CRA tries to contact an institution via telephone, fax, electronic mail or mail in an effort to complete an employment or education verification.

Disclaimer: This verification can be delayed if employers do not promptly return calls or if verifications are only done by mail. In some cases only limited information can be verified based on the employer's policies.

Third Party Verifiers: Many mid to large scale employers outsource verification information to third party verifiers. Any applicable third-party fees are not included in AccuSourceHR™ pricing and will be passed through to client.

License/Certification Verification

Service: Verifies status of professional license or certification and is a necessary search for those hiring doctors, nurses, security guards, insurance agents and many other license required professions.

Information Source: Issuing Institution/Organization

Information Verified: Information can include type, status, expiration and limitations.

Methodology: Verifications Specialist searches appropriate institutions/organizations.

Disclaimer: This verification can be delayed if institutions do not promptly return calls or if verifications are only done by mail. The accuracy of the verification can be affected if the applicant was certified or licensed under a different name than stated on the application.

Personal References

Service: Questioning an applicant's personal references.

Information Source: applicant-provided reference

Information Verified: Can verify applicant's reliability, criminal past, alcohol or drug abuse and character. Defines image of applicant by those who really know him/her.

Methodology: Processors contact references by phone interview and ask a series of up to 10 client requested reference questions. The processor generally makes 3 attempts to obtain the reference. Depending on client preferences, if the reference is non-responsive or our processor is unable to obtain accurate contact information, our processor will reach out to the client to get additional information (or applicant with client approval) or instructions on how to proceed with the verification. In some cases, when reference is non-responsive to phone calls, reference information is obtained via email if address is provided by applicant.

Disclaimer: This verification can be delayed if references do not promptly return calls/emails.

Professional References

Service: Questioning an applicant's professional references. Professional references are more credible than personal references.

Information Source: applicant-provided reference

Information Verified: Can verify applicant's reliability, criminal past, alcohol or drug abuse and character, work habits and work performance.

Methodology: Processors contact references by phone interview and ask a series of up to 10 client requested reference questions. The processor generally makes 3 attempts to obtain the reference. Depending on client preferences, if reference is non-responsive or processor is unable to obtain accurate contact information, processor will reach out to applicant or client to get additional information or instructions from client on how to proceed with the reference verification. In some cases, when reference is non-responsive to phone calls, reference information is obtained via email if address is provided by applicant.

Disclaimer: This verification can be delayed if references do not promptly return calls.

IdentitySource - Identity Verification Service

Service: Utilizing AI technology, IdentitySource™ validates a live subject is the confirmed match and true holder of their valid government-issued identification document.

Source: Proprietary software as a service (SAS)

Methodology: Subject receives a digital invite via text or email. Subject logs onto AccuSourceHR™ platform utilizing credentials provided in the invite. A digital image of a current government-issued identification document belonging to the subject is captured. The subject is then instructed to capture a live digital image of themselves. During the live digital image capture, proprietary software evaluates the authenticity of the live subject image, detecting small movements to ensure a static image of the subject is not utilized. Further, the software utilizes age progression technology to validate the likeliness of the live image matching the static image on the government-issued identification document provided. Additionally, AI technology is used to evaluate the validity and likely authenticity of the government-issued identification document. Requester is provided with validation results within minutes.

Information Verified: IdentitySource™ validates a government-issued ID likely authenticity through OCR text extraction and verifies image match of live subject to supplied identification through facial recognition, age progression and liveness detection technology.

Driver Services

Motor Vehicle Record

Service: A search of the state Bureau of Motor Vehicle records for driver information

Information Source: appropriate state Bureau of Motor Vehicle records

Scope of records Searched: Information can include license status, license class, issue date, expiration date, violations, suspensions, licensee address, date of birth and physical description.

Disclaimer: These records vary by state, providing different information. The MVR record is the best source for verifying an applicant's DOB. The number of years shown on driving reports varies by state, so criminal traffic offenses may not always appear on the MVR report; only the suspension/cancellation will show. The MVR report can be affected if the license number provided by the applicant is an I.D. card number or if it is not formatted correctly for the provided state.

Additional fees: Fees to access records vary by state and are not included in AccuSourceHR™ pricing. Fees will be passed through to the client at no additional mark-up.

Please note, certain states require specific applicant release forms.

Commercial Driver's License Information System (CDLIS)

Service: Allows account holders to comply with FMCSA requirements by searching within the Commercial Driver's License Information System for any prior licenses, current CDL and up to three prior licenses held by applicant.

Information Source: Commercial Driver's License Information System

Information Verified: Provides client with Present Jurisdictional State and Driver's License Number, Name, DOB , Social Security Number Match, Up to Three Previously held CDL Numbers and AKA Information.

Notes: Mandated by the Commercial Motor Vehicle Safety Act (CMVSA) of 1986, CDLIS supports the issuance of commercial driver licenses (CDLs) by the jurisdictions, and assists jurisdictions in meeting the goals of the basic tenet "that each driver, nationwide, have only one driver license and one record" through the cooperative exchange of commercial driver information between jurisdictions.

DOT Drug and Alcohol History Verification

Service: Verifies Department of Transportation (DOT) regulated drug and alcohol testing records

Source: applicant's applicable previous/present employers

Information Verified: Information can include alcohol tests with a result of 0.04 or higher, verified positive drug tests, refusals to be tested, and documentation, if available, of completion of the return-to-duty process following violations.

Disclaimer: Employers are only required to maintain DOT records on former employees for a period of two years (or three years for FMCSA covered employees). Employers have up to 30 days to respond to requests for DOT records.

DOT Safety Verification

Service: Verifies Department of Transportation (DOT) regulated driver safety records

Information Source: All applicant's applicable previous/present employers

Information Verified: Information can include driver vehicle type, reason for leaving, and safety performance history to include date, location, number of injuries, number of fatalities and/or Hazmat spill on any incidents.

Disclaimer: Employers are only required to maintain DOT records on former employees for a period of two years (or three years for FMCSA covered employees). Employers have up to 30 days to respond to requests for DOT records.

DOT PSP Crash and Inspection Record

Service: The Pre-Employment Screening Program (PSP) is a service that allows account holders and individual drivers to purchase driving records from the Federal Motor Carrier Safety Administration's (FMCSA) Motor Carrier Management Information System (MCMIS). The program allows motor carriers

to make more informed hiring decisions by providing electronic access to a driver's crash and inspection history.

Information Source: Management Information System (MCMIS

Information Verified:

> 1 - Five (5) years of crash and violation data found by the FMCSA MCMIS system: DOT Number, Number & Date of Crashes, Number of Injuries, Number of Fatalities, Carrier Name

> 2 - Inspection Activity 3-year history from MCMIS: Driver Inspections, Driver Out-of-Service Inspections and Service Rate, Hazmat Inspections, Hazmat Out-of-Service Inspections and Service Rate, Vehicle Out-of-Service Inspections and Service Rate, Inspection Details, Violation Summary

MVRSource™ Continuous Motor Vehicle Record Monitoring - Basic Monitoring

Service: Continuous monitoring of status changes in a subject's (employee's) official driving record in all 50 states and Washington D.C. (except for New Hampshire).

Source: The appropriate state Department of Motor Vehicles (DMV) and Department of Public Safety (DPS).

Information Verified: Events impacting the official driver's license of a subject within an organization's monitoring pool, including moving violations and accidents, license suspensions and revocations, charges of reckless driving, driving under the influence (DUI), and more.

Methodology: AccuSourceHR™ continuously monitors new events impacting the official driving records of subjects within an organization's driver monitoring pool covering all SO states and Washington D.C., except New Hampshire. Employers are notified through the MVRSource™ platform of any new activity associated with its pool members. Employers may take immediate action, if warranted, or continue to monitor a subject's license status.

Note: Some states require specialized consent documents and unique processes, which may increase processing turnaround times. The details provided and the length of record history available may vary by state. Individual state data access fees may vary and are not included in service rates. MVRSource™ Continuous Motor Vehicle Record Monitoring Basic Monitoring does not include CSA monitoring or driver training. Additional fees will apply for custom scoring or integration support.

* Additional third-party fees may apply for access to state MVR reports.

MVRSource™ Continuous Motor Vehicle Record Monitoring - CSA Monitoring

Service: Continuous monitoring of roadside inspections and crash activity associated with an organization's pool members to improve organizational CSA scores.

*Source: T*he appropriate state Department of Motor Vehicles (DMV) and Department of Public Safety (DPS).

Information Verified: Roadside inspections and crash activity impacting an employee or independent contractor's CDL within an organization's monitoring pool.

Methodology: AccuSourceHR™ continuously monitors new roadside inspections and crash activity of

subjects within an organization's driver monitoring pool covering all SO states and Washington D.C., except New Hampshire. The company receives proactive alerts and notifications through the MVRSource TM platform of new activity associated with its pool members. Employers are enabled to take immediate action and identify the top violations or drivers negatively impacting CSA scores for targeted interventions.

Note: Some states require specialized consent documents and unique processes, which may increase processing turnaround times. The details provided and the length of record history available may vary by state. Individual state data access fees may vary and are not included in service rates. MVRSource ™ Continuous Motor Vehicle Record Monitoring CSA Monitoring does not include driver training. Additional fees will apply for custom scoring or integration support.

Additional Services

Credit History

Service: A search of the credit bureau files to provide a profile of the applicant's financial history.

Information Source: TransUnion

Information Verified: Search can show additional addresses and names and consumer credit activity covering a seven-year period detailing overdue or slow accounts, charge offs, collections, suits, tax liens, public records, judgments and bankruptcies.

Disclaimer: This is heavily restricted search requiring authorization. Young applicants and individuals new to the country might not have developed a credit history yet. Typographical and /or transposition of numbers at the time a Social Security Number is used by a creditor to initiate a credit inquiry can create errors in the data. Applicants must be given information on how to contact the credit repository to request changes if errors are found in the report. Material is available through the AccuSourceHR™ online system for learning how to read credit reports.

Social Media Screening

Service: A Social Media Screening Report involves a combination of technology and human expert analysis to correctly identify a candidate's online presence on any publicly available user generated accounts and profiles. Once a candidate's profile is identified, the content is reviewed, and any workplace safety issues - racism/intolerance, violence, potentially illegal activity, or sexually explicit material is identified and reported. The report provides insight into a candidate's online behavior and appropriateness as a candidate who is a fit for a company's basic code of conduct, values, or social media policy and limits risk of a negligent hire. All information provided on Social Media Screening Reports is actionable towards a hiring decision and consumer consent is required prior to screening.

Report Types:
- **Social Media Screening Report - Standard**
  Service includes an objective, bias-free account of an individual's social media and digital media behavior. Standard Report includes Candidate Information, Behavioral Summary, Platform Scores, Risk Score and Detailed Summary. Provides valuable insight for entry-level and mid-management level placements.

- **Social Media Screening Report - Full**
  Service includes an objective, bias-free account of an individual's social media and digital media behavior. Standard Report includes Candidate Information, Behavioral Summary, Platform Scores, Site Screenshots, Risk Score and Detailed Summary. Provides valuable insight for entry-level and mid-management level placements.
- **Social Media Screening Report- High Profile**
  Service includes an objective, bias-free account of an individual's social media and digital media behavior. High Profile Report includes Candidate Information, Behavioral Summary, Platform Scores, Screenshot Explanations, Deep Web Search, Links to Articles, Extended Association, Individual Sentiment, Risk Score and Detailed Summary. Optimal for executive-level and senior government placements and board member, investor and vendor vetting.

Social Security Number Trace & Validation

Service: A search of credit headers and other database sources to provide history of the applicant's names and addresses as they originate from credit headers. This also validates the number's authenticity, as well as year and place of issuance. It is used as a criterion in checking criminal history.

Source: credit headers and other database sources

Information Verified: Search may provide last known addresses and aliases, possible date of birth, year and state of Social Security number issuance, covering a seven-year period.

Methodology: Address history, uncovered through this trace, can be used to identify counties of history in order to perform County Criminal Records (onsite) Searches for all counties of history.

Disclaimer: Young applicants and individuals new to the country, who might not have developed a credit history yet might not have an SSN history. Typographical and /or transposition of numbers at the time a Social Security Number is used by a creditor to initiate a credit inquiry can create errors in the data. Interpretation of data is critical; although the search can uncover evidence of identity theft, fraud must not be assumed without further investigation such as validation directly through the Social Security Administration.

**An employer should never make a direct hiring decision based upon the information contained in the Social Security Trace; however, the information in a trace report can be the basis for further research of an applicant.

International Services

International Criminal Court or Police Records

Information Source: A search for criminal convictions at the appropriate local or national level. Records are available in countries and territories where data is available and can be legally obtained.

Source Type: local or national, varies by country.

Scope of records Searched: Standard throughout the industry is a 7-year records search, however AccuSourceHR™ reports records as far back as county guidelines permit and/or are available from the jurisdiction. Records vary by country but may include type of charge, trial date and/or offense date, file date, case number, dates of conviction, sentence, and dispositions.

Search Methodology: Courts are searched directly at the source in person, court Internet websites or direct connection into the court index.

Disclaimer: Additional information or releases may be required based on the country of inquiry. Criminal records, internationally, are much different than the U.S. Each county has a fee per name/per jurisdiction searched. Because other countries do not have a method to obtain an address history (a SSN Trace for the U.S.) it must be obtained from the applicant.

International Education Verifications

Service: Verifies a person's educational history which can help eliminate falsified or overstated credentials.

Source: Direct contact with the institution's Office of the Registrar or through online/automated verification systems.

Information Verified: Information can include type of degree, attendance, date of graduation, major studies, GPA and degree earned.

Methodology: AccuSourceHR™ requests a copy of the applicant's transcript or degree. Verification of international education is lengthier than domestic verifications. Depending on client preferences, if the institution is non-responsive or our processor is unable to obtain accurate contact information, our processor will reach out to the client to get additional information (or applicant with client approval) or instructions on how to proceed with the verification.

Disclaimer: This verification can be delayed if institutions are hard to locate, if they do not promptly return calls or if verifications are processed by mail only. The accuracy of the verification can be affected if the applicant attended under a different name than stated on the application or if the applicant has recently graduated and the institution has not yet updated their records.

Third Party Verifiers: Many higher education institutions outsource verification information to third party verifiers. Any applicable third-party fees are not included in AccuSourceHR™ pricing and will be passed through to client.

International Employment Verifications

Service: Verifies a person's past and/or present work experience which can let employers know if applicant is being honest about length of employment.

Source: Direct contact with the employer's Human Resources Department or through online/automated verification systems. Processors utilize email and appropriate translation devices to communicate internationally.

Information Verified: Information can include dates of employment, position, salary, reason for leaving, eligibility for rehire, disciplinary action taken, dependability, and general work duties.

Methodology: Verification of international employment is lengthier than domestic verifications. Depending on client preferences, if the employer is non-responsive or our processor is unable to obtain accurate contact information, our processor will reach out to the client to get additional information (or applicant with client approval) or instructions on how to proceed with the verification.

Disclaimer: This verification can be delayed if employers do not promptly return calls or if verifications

are only done by mail. In some cases only limited information can be verified based on the employer's policies.

Third Party Verifiers: Many mid to large scale employers outsource verification information to third party verifiers. Any applicable third-party fees are not included in AccuSourceHR™ pricing and will be passed through to client.

International Reference Checks

Service: Questioning an applicant's professional references. Professional references are more credible than personal references.

Source: applicant-provided reference

Information Verified: Can verify applicant's reliability, criminal past, alcohol or drug abuse and character, work habits and work performance.

Methodology: Processors contact references by phone interview and ask a series of up to 10 client requested reference questions. The processor generally makes 3 attempts to obtain the reference. Depending on client preferences, if the employer is non-responsive or our processor is unable to obtain accurate contact information, our processor will reach out to the client to get additional information (or applicant with client approval) or instructions on how to proceed with the verification. In some cases, when reference is non-responsive to phone calls, reference information is obtained via email if address is provided by applicant.

Disclaimer: This verification can be delayed if references do not promptly return calls/emails.

Healthcare Industry Searches

SanctionsSource™ Level 1

Service: A search of a government-maintained database of individuals disbarred from participation in government-funded programs searches are conducted. Searches conducted are for federal exclusions databases.

SanctionsSource™ Level 3

Service: A search of a government-maintained database of individuals disbarred from participation in government-funded programs searches are conducted. Searches conducted are for federal and for all fifty (50) states.

FACIS Level 1

Service: OIG, GSA, DEA, FDA, PHS, ORI, TRICARE and OFAC-SDN data, Medicare Opt-Out, State Medicaid sanctions, 42 HEAT sources, 51 AG Notice and Release sources, and state-level procurement/contractor debarment sources.

FACIS Level 3

Service: All sources included in FACIS 1M and the sanctioning boards from all 56 U.S. jurisdictions across all provider types.FACIS (Level 1M) Includes: OIG, GSA, DEA, FDA, PHS, ORI, TRICARE and OFAC-SDN data, Medicare Opt-Out, State Medicaid sanctions, 42 HEAT sources, 51 AG Notice and Release sources, and state-level procurement/contractor debarment sources.

Office of Inspector General's (OIG)/General Services Administration (GSA) Exclusion List Check

Service: A search of the OIG exclusion list for individuals/entities that currently cannot participate in federally funded health care programs.

Information Source: The exclusion list is searched directly through the HHS Office of the Inspector General.

Information Verified: Reasons for individuals to be included on the exclusion list can include convictions for program-related fraud and patient abuse, licensing board actions and default on Health Education Assistance Loans.

Disclaimer: The exclusion list is updated on approximately the 10th of every month, so there may be discrepancy in individuals named that are awaitingre-instatement.

Nurse Aide Registry Check

Service: Verification of registration in good standing and eligibility for enrollment (or re-enrollment) of nurse aide.

Information Source: state nurse aide registry

Information Verified: Information varies by state but can include name, aliases, and location of registration, status, any restrictions, and records of abuse, neglect or misappropriation.

Methodology: Searches done by name, SSN, or license number depending on state.

Disclaimer: Not all states have a nurse aide registry. Some states verify information by mail only, which can cause a delay. Not all states update their registries regularly causing possible discrepancies in information.

Continuous Monitoring Services

CrimSource™ Continuous Criminal Monitoring

Service: A perpetual search for pending or disposed criminal record information through direct access to county court, federal court, and other court record data from thousands of US jurisdictions.

Source: County court, federal court, and other direct court record databases from thousands of US jurisdictions.

Information Verified: Pending case information and disposed charges.

Methodology: Utilizing proprietary software, AccuSourceHR™'s team of professional in-house researchers monitor court records at thousands of courts across the United States to identify any new records matching identifier data belonging to a pool member. Additional identifiers are utilized, as available, to confirm a record match at the source. Clients are notified of any new activity associated with its pool members. The type and depth of information available may vary based on jurisdiction and source.

Note: Currently, 92.31% of US courts are covered by continuous criminal monitoring with continuous growth of jurisdictional coverage. Under FCRA guidelines, any records found utilizing database sources must be validated and confirmed at the direct record source prior to use in employment decisions. If a record potentially belonging to the screening subject is identified through the CrimSource ™ Continuous Criminal Monitoring search, the current status of the record must then be confirmed at the court of record (additional fees will apply).

SanctionsSource™ Continuous Healthcare Sanctions Monitoring – Level 1

Service: Continuous review of federal exclusions, sanctions, and debarment databases, including OFAC, OIG/LEIE, GSA, EPLS, SAM, FDA, BIS, DEA, and state Medicaid sanction databases.

Source: Federal exclusions, sanctions, and debarment databases, including OFAC, OIG/LEIE, GSA, EPLS, SAM, FDA, BIS, DEA, and state Medicaid sanction databases.

Information Verified: Individuals excluded or debarred from federally funded healthcare programs, and individuals or entities convicted of criminal offenses, including Medicare or Medicaid fraud, any offenses related to the delivery of items or services under Medicare, Medicaid, SCHIP, or other state healthcare programs; patient abuse or neglect; felony convictions for other healthcare-related fraud, theft, or other financial misconduct; and felony convictions relating to unlawful manufacture, distribution, prescription, or dispensing of controlled substances.

Methodology: AccuSourceHR™'s team of professional in-house researchers monitor federal exclusions databases for individuals excluded or debarred from participation in government-funded healthcare programs to identify any new criminal offenses matching identifier data belonging to a pool member. Additional identifiers are utilized as available, to confirm a record match at the source. Once confirmed, employers are notified of any new criminal healthcare activity associated with its pool members.

Note: Under FCRA guidelines, if a record potentially belonging to the screening subject is identified through the SanctionsSource ™ Continuous Healthcare Sanctions Monitoring Level 1 search, the status of the record must then be confirmed at the direct source of record (additional fees will apply).

SanctionsSource™ Continuous Healthcare Sanctions Monitoring – Level 1

Service: A continuous review of federal exclusions sanctions and debarment databases, including OFAC, OIG/LEIE, GSA, EPLS, SAM, FDA, BIS, DEA, state Medicaid sanction databases, and state licensing and board disciplinary actions for all SO states.

Source: Federal exclusions, sanctions, and debarment databases, including OFAC, OIG/LEIE, GSA, EPLS, SAM, FDA, BIS, DEA, state Medicaid sanction databases, and state licensing and board disciplinary actions for all SO states.

Information Verified: Individuals excluded or debarred from federally funded healthcare programs, and individuals or entities convicted of criminal offenses, including Medicare or Medicaid fraud, any offenses

related to the delivery of items or services under Medicare, Medicaid, SCHIP, or other state healthcare programs; patient abuse or neglect; felony convictions for other healthcare-related fraud, theft, or other financial misconduct; and felony convictions relating to unlawful manufacture, distribution, prescription, or dispensing of controlled substances.

Methodology: AccuSourceHR™'s team of professional in-house researchers monitor state and federal exclusions databases for individuals excluded or debarred from participation in government-funded healthcare programs to identify any new criminal offenses matching identifier data belonging to a pool member. Additional identifiers are utilized, as available, to confirm a record match at the source. Once confirmed, employers are notified of any new adverse healthcare activity associated with its pool members.

Note: Under FCRA guidelines, if a record potentially belonging to the screening subject is identified through the SanctionsSource ™ Continuous Healthcare Sanctions Monitoring Level 3 search, the status of the record must then be confirmed at the direct source of record (additional fees will apply).

Form I-9 & e-Verify

I-9 Employment Eligibility Verification (e-Verify)

Service: Form I-9 Compliance provides the newest, most efficient methods of responding to the federal Immigration Reform and Control Act and enables employers to easily confirm the legal right to work status of newly hired employees. The Immigration Reform and Control Act legally mandate that U.S. employers verify the employment eligibility status of newly hired employees and makes it unlawful for employers to knowingly hire or continue to employ unauthorized workers.

Information Source: e-Verify

Information Verified: employment eligibility status.

I-9 Employment Electronic Form

Service: An electronic management of I-9 forms moves a traditionally paper-based process to a secure and efficient electronic solution.

Methodology: This service provides notifications to facilitate completion of I-9 forms and alert the employer of I-9 maintenance needs. Key product features include error-detection, email alerts pertaining to expired work documents and click-to-sign e-signature.

Drug Testing

Urine Drug Testing

eCup
- Instrumented rapid 5-panel test (Marijuana, PCP, Opiates, Amphetamines, Cocaine)
- Turnaround time is approximately 15 minutes for confirmed negative results and 24-72 hours if further lab testing is required *(cannot be expedited)*
- Requires donor to present with ePassport only.

Non-DOT Lab-Based

- *Not* regulated by the Department of Transportation
- Various panels available
- The clinic collects the specimen and sends it to the lab for testing.
- Turnaround time is approximately 24-72 hours *(cannot be expedited)*
- Lab confirmed positive tests will report to the MRO for medical review (refer to below information for eMRO processes)
- Can be electronically scheduled.

DOT Lab-Based

- Regulated by the Department of Transportation
- DOT Panel (5 panel + MDMA + 6AM) ONLY
- Requires a federal chain of custody.
- The clinic collects the specimen and sends it to the lab for testing.
- Turnaround time is approximately 24-72 hours (cannot be expedited)
- Lab confirmed positive tests will report to the MRO for medical review (refer to page for eMRO processes)
- MRO copy of chain of custody must be attached to the result prior to releasing.
- *NOTE: Ultimately it is the employer's responsibility to learn and comply with the DOT guidelines that pertain to them.*
  eScreen Process for Obtaining MRO Copy of Federal Chain of Custody Forms
  1. *Clinics are instructed to fax the MRO copy to eScreen within 24 hours of the collection.*
  2. *If not received after 24 hours of the collection, three automated fax reminders are sent to the clinic: one every 48 hours.*
  3. *If not received after 48 hours of the collection, the eScreen Resource and Recovery Team will also make three requests by phone.*
  4. *If the chain of custody form has not been received within 30 days of the collection date and the above attempts to obtain it have been unsuccessful, then the result will be released as Cancelled No CCF per DOT regulations.*

Breath Alcohol Testing

- Breath alcohol tests (BAT) are completed using a breathalyzer. Once complete, the clinic is instructed to fax the breath alcohol form to eScreen within 24 hours.

Hair Test

- An alternative to a urine collection. Used if your policy requires it, unique circumstance with donor, unable to provide urine specimen, etc.
- Lab-based, not instant
- Turnaround time for hair is usually 1-3 business days once received at the lab (similar to urine).

Saliva Test

- An alternative to a urine collection. Used if your policy requires it, unique circumstance with donor, unable to provide urine specimen, etc.
- The donor must bring a paper chain of custody form and oral/saliva kit to the collection site for every collection (these are provided by eScreen, and *kits are chargeable*)
- Lab-based or instant (depending on panel)
- Turnaround time for oral/saliva is usually 1-3 business days once received at the lab (similar to urine).

eMRO

For clients using eScreen's contracted MRO, all confirmed positive lab results will report to eMRO prior to reporting to the employer. The MRO will make three attempts in 72 business hours to contact the donor to discuss the positive result. Each interview is conducted using the MRO module of eScreen's web-based screening software, eScreen123. This ensures a consistent review process across all results.

During the interview, the MRO will question the donor to determine if there is a legitimate medical explanation for the test results. Any prescription information provided by the donor will be confirmed with the originating pharmacy. In accordance with the interview findings and relevant prescription information, the MRO will make a final determination of the result. Once the result has a verified disposition, it will be reported to the employer. If the MRO is not able to reach the donor then the result will be held open for an additional 72 business hours to allow the donor to call back. If an interview has not been conducted after that timeframe, then the result will be released as positive- UTCD (unable to contact donor).

Onsite

- Lab-based collections performed at a place of work.
- Complete the Onsite Event Request Form provided by your account management team.
- Three business days advance noticed is required or a rush fee will apply.