



American Society of Employers

Pre-Employment Services

Background Checks Description of Services

SERVICE	DESCRIPTION
Civil County Record Search	The county civil record search checks for civil record litigation and corresponding judgment as a result of that litigation at the county level. The average turnaround time for this service is 3 business days.
Civil Federal Record Search	The federal civil record search checks for civil record litigation and corresponding judgment as a result of that litigation at the federal district level. The average turnaround time for this service is 3 business days.
County Criminal / Public Record Search	Search for felony and misdemeanor (when available) convictions at the county level; may also include ordinance violations or other non "criminal" records. County criminal records have the most current and detailed criminal record information but are limited to the specific county searched. This search covers 7 years. Requests for felony convictions older than 7 years will result in additional charges. The average turnaround time for this service is 3 business days, although this varies from county to county.
Credit Profile	Search of credit bureau files providing personal financial information including credit activity/history, tax liens, judgments, collections, and bankruptcy information. May also reveal previous addresses, maiden names and/or aliases, and previous employers.
Drug Testing	In a partnership with Quest Diagnostics, LabCorp, and McLaren for mid-Michigan, our drug testing program includes 5 or 10-panel urinalysis testing for DOT and Non-DOT, 5 panel hair testing, collections, and Medical Review Officer (MRO) review. Clear results are available within 24-48 hours and positive results are available within 48-72 hours. Other methods of drug testing, may also available at some locations.
Education Verification	Confirm degree and/or attendance at colleges, high schools (including GED), or trade schools. Includes date of degree and/or attendance, title of degree, and major. Standard turnaround time for this service is 3 business days.

Employment Verification	Verify employment history including dates of employment, job title. When available, it will also include some or all of the following: performance summary, reason for leaving, and eligibility for rehire. Standard turnaround time for this service is 3 business days.
Excluded Parties List	Identifies those parties excluded from receiving federal contracts, certain subcontracts, and certain types of federal financial and non-financial assistance and benefits. The search shows individuals barred or excluded from entering the United States.
Federal Criminal / Public Record Search	Search for criminal convictions at the Federal district level. States may have multiple districts. Federal Crimes are those that occur on Federal Land or Indian Reservations, or offenses that violate Federal Laws or the US Constitution. The average turnaround time for this service is 3 business days.
Federal Nationwide Criminal / Public Record Search	Search for criminal convictions at the Federal district level. States may have multiple districts; this search covers all 94 Federal Districts in 1 search. Federal Crimes are those that occur on Federal Land or Indian Reservations, or offenses that violate Federal Laws or the US Constitution. The average turnaround time for this service is 3 business days.
Fraud & Abuse Search (FACIS)	FACIS searches reveal healthcare sanction history, including federal and state exclusions, termination of license, probation, and debarments. There are 3 levels of searches available:
	Level 1 – Includes searches of the following databases: HHS/OIG (Health & Human Services/Office of Inspector General; LEIE (List of Excluded Individuals/Entities); GSA (General Services Administration); EPLS (Excluded Parties List System); FDA; DEA; Tri-Care; PHS List.
	Level 2 – Includes all of level 1 plus single state medical licensing board search.
	Level 3 – Includes all of level 1 plus all state medical licensing board search and state Medicaid exclusions list.
International Education Verification	Confirm degree and/or attendance at colleges located outside of the United States. Availability and turnaround time varies by country.
International Criminal Record Search	Search for serious criminal convictions in countries outside of the United States. Availability and turnaround times vary by country.
International Employment Verification	Verify employment history including dates of employment, job title, and eligibility for rehire at companies located outside of the United States. Availability and turnaround time varies by country.

Multijurisdictional (National) Database Search	Search of various databases including state Department of Correction inmate listings, sex offender registries, and other criminal record databases, as well as government debarred, exclusions, and sanctions lists.
Multijurisdictional (National) Database Search with Alias	Search of various databases including state Department of Correction inmate listings, sex offender registries, and other criminal record databases, as well as government debarred, exclusions, and sanctions lists. This search includes a social security number trace and will check all names from the ssn trace against the database.
Professional License Verification	Verify professional license or certification held by the applicant. Standard turnaround time for this service is 3 business days.
Reference Interview	Interview professional and/or character references provided by the candidate. Standard turnaround time for this service is 3 business days.
SafeGuard Pro (for 501c3 organizations only)	Search of various databases including state Department of Correction inmate listings, sex offender registries, and other criminal record databases, as well as government debarred, exclusions, and sanctions lists. This search includes a social security number trace and will check all names from the ssn trace against the database.
Sex Offender Registry Search	Search of national sex offender registry database.
Social Security Trace	Search of credit bureau files to authenticate social security number and name(s) associated with the number provided. May also reveal previous addresses, maiden names and/or aliases. If the SSN has not been issued by the Social Security Administration or has been filed in conjunction with a death claim, this will be flagged.
State Criminal / Public Record Search	Search for felony and misdemeanor (when available) convictions at the state level; may also include ordinance violations or other non "criminal" records. When state criminal records are not offered by a particular state, county searches are recommended. It is advisable to run county searches in addition to state searches, as county records generally have the most current and detailed information. This search covers 7 years. Requests for felony convictions older than 7 years will result in additional charges. The average turnaround time for this service is 3 business days, although this varies from state to state.
Watch List Search	Search of Office of Foreign Assets Control (OFAC), of the U.S. Department of the Treasury, list of specially designated nationals and blocked persons (SDN list), which includes persons identified as being involved in (or suspected to be involved in) terrorist activities, international narcotics trafficking, or activities related to the proliferation of weapons of mass destruction.