NATIONSEARCH™
Professional Background Screening

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Search and Scope Authorization Form

Thank you for choosing NationSearch as your background screening provider. We are always more than happy to provide you with our recommendations when it comes to ordering, but ultimately these decisions have to be based on your company's hiring policy. Please consult your NationSearch representative and/or a member of our Processing Department for policy suggestions. NationSearch cannot provide legal advice, but we can assist in making policy recommendations based on your industry's standards and overall hiring needs.

What is the Search Scope you require?	**Search Scope:** number of years that are searched; lookback period. **Standard Search Scope:** 7 years. **Extended Search Scope:** anything beyond the Standard Scope of 7 years.***** **Please note:** 1) By law, there are limited circumstances where an Extended Search Scope is allowable. Please ask your NationSearch rep for any additional information or clarification regarding permitted industries, circumstances, etc. 2) MVR scopes vary by state and are dependent on state dissemination practices, which will be noted on the report. ***** As the scope increases, additional fees are added accordingly. Please ask your NationSearch rep for pricing details.	☐ **Standard Scope** ☐ **Other:** _____ years If "Other" is selected, please list industry and describe reason* for Extended Search Scope: _____ _____ _____ _____ If extra space is needed, please feel free to attach additional pages/information to best describe your industry and needs.
****Access Fee Information and Policy****	**Access Fees:** fees charged by county/state courts and other reporting entities to any and all individuals/companies requesting information from their databases. **Please note:** 1) Clients will be billed for these fees. These fees are subject to change at any time without notice by the reporting entities.	☐ **I have read and understand NationSearch's access fee policy:** Initial: ☐
Locations	**Please Note:** • States and counties often have varying access fee structures. NationSearch can help narrow down the overall cost of reports by evaluating which areas/searches are likely to be the most common, which we base on the location(s) of your company/companies.	**Number of known company locations that will use screening services:** ☐ **Please list all known states where company is located:** _____ _____
When valid names and locations are found in addition to your standard package, what would you like us to do?	**For every order received, the NationSearch team checks for:** • FCRA compliance. • Correct selection of company-specific search(es) and/or package(s). • Address trace accuracy and any additional information that comes up. **Additional criminal search pricing:** 1) Additional counties in the same state: **$9.00ea**** 2) Additional states (repeat of searches in package but in a new state): **$16.00ea** - $30.00ea**** (dependent upon package type) 3) Additional names (i.e. nicknames, maiden name, numerous married names): **$9.50ea** **Please note:** • To be as thorough as possible, we recommend searching states/names the person has lived in / gone by for a substantial time within the Search Scope.	**Contact before adding any:** ☐ States ☐ Counties ☐ Names ☐ **Allow additional states** up to ____ states ☐ **Allow additional counties** up to ____ counties ☐ **Allow additional names** up to ____ names
Do you rescreen?	**Please Note:** • A new consent form will be required when rescreening credit reports or driving records. When rescreening for criminal records we recommend obtaining a new release. This can be dependent upon details outlined in your company's hiring policy. Please contact your NationSearch rep for further assistance in your rescreening process.	☐ **Yes, my company rescreens employees.** ☐ **No, we do not rescreen at this time.**

Acknowledged By (*printed name*): _____ Title: _____

Signature: _____ Date: _____