Search and Scope Authorization Form

Thank you for choosing NationSearch as your background screening provider. We are 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 suggestions. NationSearch cannot provide legal advice, but we can assist in policy recommendations based on your industry’s standards and overall hiring needs.

Important: The third column of this form must be filled out in its entirety and signed before background checks can be run through NationSearch. If you have questions or need clarification, please contact your NationSearch rep for assistance.

| What is the Search Scope you require? | Search Scope: number of years that are searched; lookback period. | □ 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 Fees: fees charged by county/state courts and other reporting entities to any and all individuals/companies requesting information from their databases. | □ 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:  
Number: ______________________  
________________________________  
________________________________  
________________________________  |
| 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  
□ Allow additional counties  
□ Allow additional 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.  |

Company Name: ______________________  
Acknowledged By (printed name): ______________________  
Title: ______________________  
Signature: ______________________  
Date: ______________________

Additional Notes:

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