



## ORDER FORM

### Client Information

\_\_\_\_\_  
*Company Requesting Services*

\_\_\_\_\_  
*Telephone Number*

\_\_\_\_\_  
*Person Requesting Services*

\_\_\_\_\_  
*Email for Background Investigation Report*

### Applicant Information

\_\_\_\_\_  
*First Name*

\_\_\_\_\_  
*Middle Name*

\_\_\_\_\_  
*Last Name*

\_\_\_\_\_  
*Date of Birth*

\_\_\_\_\_  
*Driver License/ID Number*

\_\_\_\_\_  
*Social Security Number*

\_\_\_\_\_  
*Position Sought*

☐ **County Criminal**

County: \_\_\_\_\_

☐ **Federal Criminal**

District: \_\_\_\_\_

☐ **County Civil**

County: \_\_\_\_\_

☐ **Federal Civil**

District: \_\_\_\_\_

☐ **DMV Report:**

☐ California

☐ Other State: \_\_\_\_\_

☐ **Credit History Report**

☐ **Educational History Verification**

☐ **Employment History**

☐ **Business/Personal References**

☐ **Medicare Exclusion**

☐ **Professional License Verification**

☐ **Social Security Number Verification**

Special instructions:

The company certifies that the information is requested for employment purposes. The information will not be used for any other purpose, nor will the information be used in violation of any applicable federal or state equal employment opportunity law or regulation. If any adverse action is to be taken based on the consumer report, a copy of the report and a summary of the applicant's rights will be provided to the applicant. Upon the written request of the applicant, the Company will make a complete disclosure of the nature and scope of any investigative consumer report requested.

Due to a variety of factors, including incomplete government records and other errors by third parties, Sierra HR Partners cannot guarantee 100 percent accuracy of the results. Sierra HR Partners will, however, take all reasonable efforts to obtain complete and accurate results.