



Background Investigation Services and Pricing

Criminal/Civil Records Search

- **Criminal Records:**

A criminal records search report will disclose felony, misdemeanor, and infraction cases. Criminal cases can be filed in either state or federal court, depending on the violation. Cases are reportable if they have been disposed within the last seven years. The report will provide the case number, the charge(s), and the date of incident. Our staff contacts courts directly, ensuring accuracy in each report.

- **Civil Records**

A civil records search report will disclose civil litigation, including bankruptcy filings. Civil cases can be filed in either state or federal court. Cases are reportable if they have been disposed within the last seven years, or within the last ten years in the case of bankruptcies. The report will provide the case name and number, the type of action, the date filed, and the current status or resolution of the case. Our staff contacts courts directly, ensuring accuracy in each report.

DMV Report

If a position will be required to operate a motor vehicle, a driving history is essential. Complete records for the past seven years are available from all states and the District of Columbia. A driving record will verify an applicant's personal information, report the status of a commercial or non-commercial driver license, and show any traffic-related offenses and citations.

Credit History Report

A credit history provides insight into an applicant's reliability and level of responsibility, and can be reported if a position meets the criteria set forth in state law. A credit history report will verify an applicant's personal information and address history, show any public filings (including bankruptcies) and collections accounts, and outline the number of open, closed, and past due or charged-off accounts. Sierra HR Partners contracts with a national credit reporting organization to deliver the highest level of accuracy in credit reporting.

Educational History Verification

If a position requires a specific level of education, this search verifies the educational credentials that an applicant has provided in a resume or job application. A report will verify the school(s) attended, diploma(s), degree(s), and/or certificate(s) awarded, and the applicant's dates of attendance.

Employment History and Business References

Our staff will contact an applicant's past employers and verify dates of employment, salary, reason for termination, and eligibility for re-hire. Previous supervisors are interviewed to obtain strengths and weaknesses as well as work habits. Using specialized interviewing techniques and industry-specific questions, we can determine whether further inquiry into a specific area is warranted.

Medicare Exclusion

This search will identify individuals and entities excluded from federally-funded health care programs, including Medicare, Medicaid, and all other plans that provide health benefits funded by the United States. Bases for exclusion include convictions for program-related fraud and patient abuse, licensing board actions, and default on Health Education Assistance Loans.

Professional License Verification

Some positions, including professional engineers, architects, physicians, attorneys, educators, CPA's, etc., require a professional license. Sierra HR Partners will verify that the license is in place in the state required. You will receive a summary indicating whether the license is valid.

Social Security Number Verification

Fraudulent use of social security numbers is a growing problem. This process will authenticate the name and date of birth associated with the given social security number.

<u>Type of Service</u>	<u>Price</u>
<i>Criminal or Civil Records Search</i>	\$25.00 each*
<i>Credit History Report</i>	\$15.00
<i>Educational History Verification</i>	\$15.00*
<i>Employment History and Business References</i>	\$35.00 (2)* \$15.00 for each additional*
<i>DMV Report</i>	\$15.00 (California) \$20.00 (Other States)*
<i>Medicare Exclusion</i>	\$10.00
<i>Professional License Verification</i>	\$15.00
<i>Social Security Number Verification</i>	\$10.00

*some additional court or provider fees may apply

*****ASK ABOUT OUR DISCOUNTED VOLUME PACKAGE RATES!*****