

BACKGROUND CHECK ADVANTAGE - Request Form

3/13/2013

Background Check Advantage
P.O. Box 6766, Jefferson City, MO 65102

Phone: 573/893-3700 Fax: 573/893-7669

Jefferson College – Lore Robart, Secretary Business & Community Development
1000 Viking Drive, Hillsboro, MO 63050
Ph: 636-481-3144 or 636-481-3406 Fax: 636-789-4012

First Name		Middle Name		Last Name	
Alias/Maiden Name(s)			Will Employee's Salary Exceed \$75,000?		
			<input type="checkbox"/> No <input type="checkbox"/> Yes		
Social Security Number		Date of Birth		Race	
				<input type="checkbox"/> Male <input type="checkbox"/> Female	
Mailing Address (NO P.O. Boxes)			City		State
			Zip		

As part of the employment volunteer student credentialing process, I consent to the release of my criminal background records and motor vehicle driving records or any search listed below by any and all states or agencies holding such records. I also agree to an investigation and the obtaining of a consumer report solely for employment volunteer student credentialing purposes. By signing this consent, I acknowledge I have received in writing a Disclosure Regarding Procurement of a Consumer Report. I understand that the Company named above may use this consent on multiple occasions to request such consumer reports.

DATE: ____/____/____

 Signature of Applicant

BACKGROUND SEARCHES

OIG (Medicare/Medicaid Fraud & Abuse) **GSA** (Federal Procurement Fraud) ****FCSR** (Must Fax Necessary Documents)

SSN Verification Plus (Address & Alias Name are included) **Address Verification** **Alias Name Search**

Government Watch List (includes DOC Entity List & Denied Persons List, DOT Specially Designated Nationals & Blocked Persons List, DOS Proliferation List & more)

Wants & Warrants (Nationwide - extraditable only) **OFAC** (Specially Designated Nationals and Blocked Persons List)

***MO DSS** (Child Abuse/Neglect) - Need Address/No P.O. Boxes **TN Abuse Registry**

***MO Mental Health Employee Disqualification Registry** **MO EDL** (Employee Disqualification List)

FEDERAL COURTS - Criminal State 1: ____ 2: ____ **SEX OFFENDER** **Nationwide** or **State 1:** ____

DRIVING RECORD State ____ **DL#** ____

PROFESSIONAL LICENSE **National** or **State** ____

Type: _____ **License Number:** _____

EDUCATION School Name (include campus): _____

City/State: ____/____ **Major:** _____ **Graduation Date:** ____/____

Degree Type: _____ (BSN, B.A., etc.) **Name While Attending:** _____

If additional Verifications are needed, refer to application during data entry or document on another Background Check Request Form.

EMPLOYMENT Company: _____ **City/State:** ____/____

Phone: ____/____-____ **Manager:** _____ **Start Date:** ____/____ **End Date:** ____/____

Title: _____ **Starting Wage:** \$_____ **Ending Wage:** \$_____

Duties: _____

Reason for Leaving: _____

If additional Verifications are needed, refer to application during data entry or document on another Background Check Request Form.

LIST CITY/COUNTY CRIMINAL SEARCHES NEEDED

States with county by county access only: CA, WV and WY

County 1: _____ **State:** ____ **County 2:** _____ **State:** ____ **County 3:** _____ **State:** ____

STATEWIDE CRIMINAL - A Statewide/State Repository houses records from all jurisdictions throughout the State

- | | | | | | | | | | |
|------------------------------|-------------------------------|------------------------------|-------------------------------|------------------------------|------------------------------|--|------------------------------|------------------------------|------------------------------|
| <input type="checkbox"/> AL* | <input type="checkbox"/> AK | <input type="checkbox"/> AZ | <input type="checkbox"/> AR* | <input type="checkbox"/> CO | <input type="checkbox"/> CT* | <input type="checkbox"/> DE | <input type="checkbox"/> DC* | <input type="checkbox"/> FL | <input type="checkbox"/> GA* |
| <input type="checkbox"/> HI | <input type="checkbox"/> ID** | <input type="checkbox"/> IN | <input type="checkbox"/> IA** | <input type="checkbox"/> KS | <input type="checkbox"/> KY | <input type="checkbox"/> LA* | <input type="checkbox"/> MA | <input type="checkbox"/> ME | <input type="checkbox"/> MD |
| <input type="checkbox"/> MI | <input type="checkbox"/> MN | <input type="checkbox"/> MS* | <input type="checkbox"/> MT | <input type="checkbox"/> NE | <input type="checkbox"/> NV* | <input type="checkbox"/> NH** | <input type="checkbox"/> NJ | <input type="checkbox"/> NM* | <input type="checkbox"/> NY* |
| <input type="checkbox"/> NC | <input type="checkbox"/> ND | <input type="checkbox"/> OH | <input type="checkbox"/> OK | <input type="checkbox"/> OR* | <input type="checkbox"/> PA | <input type="checkbox"/> RI* | <input type="checkbox"/> SC | <input type="checkbox"/> SD | <input type="checkbox"/> TN |
| <input type="checkbox"/> TX | <input type="checkbox"/> UT* | <input type="checkbox"/> VA* | <input type="checkbox"/> VT* | <input type="checkbox"/> WA | <input type="checkbox"/> WI | Note: Louisiana, Nevada & Ohio are Felony Only | | | |

- *Puerto Rico Repository (Felony Only Search & requires Mother's Maiden Name & Address) _____
- Illinois Healthcare-compliance with IL Healthcare Worker Background Check Act (IL Police Full-State Repository Criminal)
- MO-includes MO Sex Offender Search at no additional cost (MO State Highway Patrol Full-State Repository Criminal)

***Required Form(s) & **Required Special Form(s) must be ATTACHED when ordering or faxed to 573-893-7669**

