



## Service Description

Thank you for your interest in Navicus. We provide talent screening services to employers who want fast, cost-effective, and compliant screening services. We also combine multiple service offerings, technology, and industry expertise to help companies develop best-practice screening solutions, streamline overall hiring process, and manage the employee life cycle.

### BACKGROUND CHECKS

#### Civil Court Lower Search

A search of the county or city jurisdiction (provincial or city jurisdiction for Canadian searches) that lists civil cases for an individual as plaintiff or defendant. These are usually small claims filings and are often governed by a dollar limit. Information returned is the same as Civil Upper.

#### Civil Court Upper Search

A search of the county jurisdiction's civil index (provincial jurisdiction's civil index for Canadian searches) that includes issues of state civil litigation. The information returned may include: Case number, plaintiff(s), defendant(s), type of case (if on the index), disposition (if on the index), disposition date (if on the index) and judgment (if on the index).

#### County Criminal Search

A search of the county seat for any criminal records. Information returned includes: Felony, Misdemeanor, and Criminal Traffic. It also may include the individual's name as it appears in court records, date of birth, social security number, address, driver's license number, file date, charge(s), and disposition of each charge, sentence and disposition date. Where applicable, each search conducted will incur a county repository fee.

#### Comprehensive Business Report

This search will return Name Variations, Businesses at Address, Business Filings, Assets at Address, Bankruptcy, Properties, Corporation Filings, Motor Vehicles, Business Registrations, UCC Filings, Internet Domain Names, Associated Businesses, Dun & Bradstreet Records, and Associated People.

#### Credit Check

Navicus recommends Credit History reports for employees that can affect the company financially. This necessarily includes all employees in accounting functions, but may also include other employees that may, for example, be entrusted with a corporate credit or purchasing card. The credit history reports Navicus conducts are designed for employment purposes, so they do not count as an inquiry on the individual's credit report or reveal either date of birth or credit score. The report includes verification of the applicants' name, their current address and two previous addresses, current phone number, current employer, up to three previous employers, and any aliases associated with the Social Security Number. The credit summary portion of the report contains the complete file including public records (i.e., liens, judgments, etc.), collection accounts, current or previous delinquent accounts, types of credit, total indebtedness, and "profile" (i.e., account charged off, repossessed, etc.).

**Commercial Driver's License Information System (CDLIS)**

CDLIS allows employers to comply with FMCSA requirements (§ 391.21-391.27), by searching within the "Commercial Driver's License Information System" for any prior licenses, current CDL and up to three prior licenses held by said individual. The report will provides client's with: Present Jurisdictional State and Driver's License Number, Name, DOB, Social Security Number Match, Up to Three Previously held CDL Numbers, and AKA Information. Mandated by the Commercial Motor Vehicle Safety Act (CMVSA) of 1986, CDLIS supports the issuance of commercial driver licenses (CDLs) by the jurisdictions, and assists jurisdictions in meeting the goals of the basic tenet "that each driver, nationwide, have only one driver license and one record" through the cooperative exchange of commercial driver information between jurisdictions.

**Driver's License Records**

A report of the state driver's license record of a subject. Availability and legal uses of the reports vary from state to state. Where applicable, each search conducted will incur a state repository fee.

**DOT Driver Employment Verification**

Department of Transportation's requires employment verification on drivers for the last three years. The returned information may include dates of employment, salary, operation affiliation, efficiency records, safety habits, driving skill, loyalty, general conduct information, reason for leaving, history of driving record.

**DOT Substance Abuse Questionnaire**

Department of Transportation's Mandatory Accident and Substance Abuse Survey requires verification of information for the last two employers.

**Employment Verification**

Given a resume or application, we can verify dates of employment, position(s) held, salary, and eligibility for rehire (if not prohibited by company policy) for a previous employer or current employer. Where applicable, each search conducted will incur a pass through fee for use of 900 telephone numbers or work number services.

**Employment Verification - Basic Reference**

Attempts verification from a single source (as described in the Employment Verification) plus up to three additional questions including applicant's job, the nature of his/her duties, reason for leaving, and/or attendance records. Where applicable, each search conducted will incur a pass through fee for use of 900 telephone numbers or work number services.

**Employment Verification - Supervisor Interview**

Attempts a verification and reference from multiple sources. Ten reference questions are asked about nature and length of relationship, follow through, strengths/weaknesses, initiative, dependability, ability to work with others, and overall character. Where applicable, each search conducted will incur a pass through fee for use of 900 telephone numbers or work number services.

**Employment Verification - Personal or Professional Reference**

Attempts to obtain a personal or professional reference from a single specified reference provider, i.e. direct supervisor, friend, associate, etc. Ten reference questions are asked about length of relationship, job type, duties, follow-through, strength/weaknesses, initiative, leadership, dependability, ability to get along, propensity for violence or dishonesty, and eligibility. Where applicable, each search conducted will incur a pass through fee for use of 900 telephone numbers or work number services.

**Employment Verification – International**

Given a resume or application, we can verify dates of employment, position(s) held, salary, and eligibility for rehire (if not prohibited by company policy) for a previous employer or current employer. Where applicable, each search conducted will incur a pass through fee for use of 900 telephone numbers or work number services.

**Education / License Verification**

Confirmation of the subject's claimed educational credentials (high school, college, professional, doctorate, or technical degrees). Search confirms highest degree completed or enrolled. Where applicable, each search conducted will incur a pass through fee for use of 900 telephone numbers or work number services.

### **Education Verification – International**

Confirmation of the subject's claimed educational credentials (high school, college, professional, doctorate, or technical degrees). Search confirms highest degree completed or enrolled. Where applicable, each search conducted will incur a pass through fee for use of 900 telephone numbers or work number services.

### **Evictions**

This is a database search available on a state basis. The database contains Landlord/Tenant court filings, judgments, and money judgments collected for over a limited period of time. Each state contains information from a limited number of boroughs or counties in the state. States available within 24-48hrs: AK, AZ, CA, CO, ID, KY, NV, NJ, NC, OR, PA, TX, VA, WA. States with delays: AR, DE, FL, IL, IN, IA, KA, LA, MI, MN, MS, MO, MT, NE, NM, ND, OH, OK, SD, TN, UT, WI, WY, CT, MD, NJ, NY, DC, GA, MA.

### **Evictions – Previous Landlord Verification**

Given a tenants name, previous address, property name and phone number, dates of residence and a signed release (if required), we can provide information on late payment history, lease completion, deposit return data, apartment condition, outstanding tenant debts, and complaint information.

### **FACIS®**

It is extremely important for organizations to be aware of excluded providers among hires and contractors due to potential Civil Monetary Penalties as well as the possibility of the organization being excluded from participation in federal healthcare programs. FACIS® is an effective tool for identifying sanctioned individuals and entities. FACIS® helps to identify providers reported by both types of agencies, state and federal, therefore substantially decreasing an organization's risk of government sanctions and/or monetary penalties from civil suits. FACIS® also contains information from all 50 states on individuals who have been the subject of State licensing board sanctions. This information is helpful in assisting healthcare companies avoid other potential liabilities and risks of employing or contracting with individuals who have been subject to performance of behavior problems elsewhere.

### **Federal Criminal**

Court search retrieves current information about current federal cases. There are 189 district courts, 136 bankruptcy courts, and 13 circuit courts of appeals. There are only 6 district courts, 15 bankruptcy courts, and 5 circuit court of appeals not indexed. This system provides lists of cases, searched by name or filing date, as well as electronic case summaries and dockets. The United States district courts are the trial courts of the federal court system. Within limits set by Congress and the Constitution, the district courts have jurisdiction to hear nearly all categories of federal cases, including both civil and criminal matters. This search is done by jurisdiction; each hit produced from a search will give party name, the court where the case was filed, the case number, and the filing date. The actual record will give all party names, date of birth on a criminal record, case number, date case filed, attorney names, docket entries and verdict information.

### **Federal Civil**

A search within a specific federal jurisdiction that includes federal issues. Information returned may include: Case number, file date, plaintiff(s), defendant(s), type of case, disposition and disposition date.

### **Global Scan**

The PATRIOT ACT requires financial institutions to match their existing & potential customers against the Office of Foreign Control (OFAC) list of suspected terrorists entities and individuals and other "watch lists". Customer identification programs are now required of virtually all U.S. financial institutions including banks, mutual funds, credit unions and securities dealers. To help you meet these new requirements, we have created GlobalScan our PATRIOT ACT conforming search, which instantly searches all the databases below: OFAC Specially Designated Nationals (SDN) & Blocked Persons, OFAC Sanctioned Countries, including Major Cities & Ports, Non-Cooperative Countries and Territories, Department of State Trade Control (DTC) Debarred Parties, U.S. Bureau of Industry & Security (formerly BXA), Unverified Entities List, Denied Entities List, Denied Persons List, FBI Most Wanted Terrorists & Seeking Information\*, FBI Top Ten Most Wanted\*, INTERPOL Most Wanted List\*, Bank of England Sanctions List, OSFI - Canadian Sanctions List, United Nations Consolidated Sanctions List\* Politically Exposed Persons List\*, European Union Terrorism List\*, World Bank Ineligible Firms.

### **National Criminal Database**

The largest national criminal database available with over 200 million records from 36 states currently online. This can be used to determine if an applicant has been through the judicial system or criminal justice facilities of that state. Also, includes check against the national sexual offender database of 48 states.

### **National Sex Offender Search**

A search of all 50 states for known and listed sexual offenders. Rules vary from state to state regarding the dissemination of this data. Information returned may include: Subject's name, date of birth, social security number, address, race, sex, height, weight, hair and eye color, distinguishing marks, aliases, FBI and state offender number and offense.

### **Safety 1st**

The Safety 1st Volunteer Screening Program is available only through a select group of professional background screening company affiliates. Safety 1st was designed, created and subsidized by National Background Data, LLC. As a selected affiliate Navicus has a deep understanding of volunteer and non-profit organizations and is already providing background-screening services of volunteers. Safety 1st Volunteer Screening provides a compiled, comprehensive report that includes, in addition to the multi-state search from The National Background Directory™, information on the volunteer's previous residence addresses, whether a Social Security number has been issued, maiden and/or married names associated with the SSN, and whether the volunteer's SSN is currently being used by other individuals. The National Background Directory™ is one of the largest private-sector criminal history databases in the nation. It draws data from multiple criminal record sources in a total of 47 states and the District of Columbia. It includes criminal data from criminal courts, state criminal record repositories, probation, prison parole and release files, sex offender registries and other government agencies, as well as additional proprietary criminal history data. The purpose of the Safety 1st Volunteer Screening Program™ is to aid volunteer and non-profit organizations and agencies in determining whether prospective volunteers have a pattern of criminal behavior that would make it unwise for them to be working with children or other vulnerable populations.

### **Social Security Verification**

Social Security Verification is a powerful investigative tool that provides information on individuals' past addresses and movement patterns. Social Security Verification establishes an investigative starting point and allows for better management and a more complete background check by verifying and returning information on applicants: State of Social Security Number issuance, Full Name, Age/DOB, Address, and Dates at listed Addresses plus Phone Numbers.

### **State Criminal Database Search**

Provides instantaneous real-time access to the largest criminal database available with over 200 million records from 38 states currently online – Comprehensive Report Format. Includes Search of National Sex Offender Registry too.

### **State Dept. of Law Enforcement Search**

Report, usually from the state law enforcement bureau, that reveals criminal arrest history. Turnaround time varies. Release requirements vary. A report of this nature has limited uses and may not reflect public records at the county level. Reports also contain many entries that are not public record. Where applicable, each search conducted will incur a state repository fee.

### **Workers' Compensation**

A check of state or regional records for evidence of any workers' compensation claim(s) made by the subject. Information returned varies from state to state and may include file or case number, ID information, nature of injury and date of claim. Turnaround times vary state to state. NOTE: Use of workers' compensation information is strictly REGULATED by each state. A release is often required. Some states require the release to be notarized. Where applicable, each search conducted will incur a state repository fee.



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