

# Guide to Services

Global screening services from the leader in employment screening



HireRight® offers a broad array of local and global services for employment screening and is continually expanding the menu of available services. This broad collection of background screening, drug and health screening and employment eligibility verification services provides fast turnaround times and accurate results to help ensure screening program success.

## Criminal Records

**National Criminal Records Search** The HireRight National Criminal Records Search expands coverage by searching national criminal databases (NCDBs). The results include locations beyond a person's address history, and any potential records found are confirmed using a HireRight County Criminal Records Search or HireRight State Sex Offender Registry Search.

**Statewide Criminal Records Search** Expand coverage by searching State criminal databases and State Police Department records where available. The HireRight Statewide Criminal Records Search results include locations beyond a person's address history, and any potential database records found are confirmed using HireRight County Criminal Records Searches.

**Federal Criminal Records Search** Reveal criminal records for incidents that are prosecuted in the United States District Courts. The HireRight Federal Criminal Records Search uncovers crimes prosecuted in Federal Courts which generally include incidents that violate Federal law or occur on Federal property,

such as identity theft, Internet use violations, embezzlement, or kidnapping.

### County Criminal Records Search

Perform fundamental criminal searches that reveal felonies and misdemeanors by searching county courthouse records corresponding to an applicant's address history. The HireRight County Criminal Records Search finds, confirms and reports a candidate's criminal records history.

### National Sex Offender Registry Search

Reveal records for known sex offenders by checking U.S. Department of Justice databases. The HireRight National Sex Offender Registry Search results include registered sex offender information for all 50 States, the District of Columbia, Puerto Rico, and Guam.

### State Sex Offender Registry Search

Reveal records for known sex offenders by checking the databases of a person's current state of residence. The HireRight State Sex Offender Registry Search results include registered sex offender information from any one of the 50 States or the District of Columbia.

## Key Benefits

- » Improve screening coverage by leveraging the industry's broadest menu of services.
- » Reveal and verify candidate information in more than 200 countries and territories.
- » Obtain fast and accurate results backed by the most experienced team in the industry.
- » Make smarter employment decisions with confidence and consistency.

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## Drug and Health Screening

**Urine Drug Test** HireRight has multiple panels to choose from and offers lab-based or instant tests with the HireRight Urine Drug Test. Flexible options combined with a national network of medical clinics, certified testing laboratories and trained Medical Review Officers ensure your organization maintains an accurate and compliant drug testing program.

**Saliva Drug Test** The HireRight Saliva Drug Test provides a less invasive testing experience using lab-based or instant tests. Trained Medical Review Officers ensure your organization maintains an accurate and compliant drug testing program, plus a national network of medical clinics and certified laboratories provides flexible testing options.

**Hair Drug Test** The HireRight Hair Drug Test provides an extended detection time and more in-depth knowledge about historical drug use by using a lab-based test. Maintain an accurate and compliant drug testing program with a national network of medical clinics, certified laboratories and HireRight Medical Review Officers.

**Alcohol Test** Check for the presence of alcohol with the HireRight Alcohol Test to help determine potential misuse. HireRight offers several alcohol test methods such as breath saliva tests and blood tests using a national network of medical clinics trained to collect and test specimens.

**Electronic Chain of Custody** Eliminate the burden of dealing with paper forms. The HireRight Electronic Chain of Custody (eCOC) will find a collection site near a candidate and notify them of the location. In the event the candidate is in a rural area where HireRight eCOC is not available, HireRight will send a paper-based chain of custody form and the location of the closest collection site to the candidate.

**Medical Review Officer** Obtain reviews of potentially positive test results to ensure the most accurate results possible. The HireRight Medical Review Officer (MRO) is a certified doctor or licensed medical professional that investigates for possible legitimate medical explanations and determines a final test result.

**Physical Exam** Meet physical standards requirements for individuals working in safety-sensitive environments or positions. The HireRight Physical Exam relies on a national

medical clinic network with qualified medical examiners that perform the physical examinations and determine final results.

**DOT Drug Test** Test for the presence of illicit substances using a 5-panel DOT-compliant drug test and Federal Custody and Control Form (CCF). The HireRight DOT Drug Test satisfies Department of Transportation (DOT) compliance requirements including pre-employment, post-accident, random, reasonable suspicion follow-up and return to duty testing. This combined with a national network of medical clinics, certified laboratories and trained Medical Review Officers will ensure you maintain an accurate and compliant drug testing program.

**DOT Alcohol Test** Test for the presence of alcohol using a DOT-approved device and DOT Alcohol Testing Form to help determine potential misuse. The HireRight DOT Alcohol Test satisfies Department of Transportation (DOT) compliance requirements including post-accident, random, reasonable suspicion follow-up and return to duty testing. The HireRight Alcohol Test offers several test methods including breath and saliva options.

**DOT Physical Exam** Meet the physical standards requirements for an individual with a Commercial Driver's License (CDL). The HireRight DOT Physical Exam helps organizations support pre-employment, follow-up and periodic examinations and satisfies Department of Transportation (DOT) compliance requirements. The HireRight DOT Physical Exam relies on a national medical clinic network with qualified medical examiners that perform the physical examinations and determine final results.

## Employment Eligibility

**U.S. Employment Eligibility Verification** Streamline the Department of Homeland Security (DHS) employment eligibility process by using electronic I-9 Forms and instantly determine an individual's work status using the E-Verify system. The HireRight U.S. Employment Eligibility Verification provides the easiest and best means available for ensuring compliance and determining eligibility and is an essential tool for employers committed to maintaining a legal workforce.

## Education and Credentials

**Education Verification** Confirm degree, certificate or diploma claims directly with institutions or their authorized agents. The HireRight Education Verification results are checked against a database of fictitious schools and diploma mills and include institution name, dates of attendance, current status and degree, certificate, or diploma issued with award dates.

### Professional License Verification

Verify a candidate's claimed licenses and determine if they are in good standing. The HireRight Professional License Verification confirms the validity of claimed licenses, reveals disciplinary actions and identifies renewal plus expiration dates.

## Employment Verifications

**Employment Verification** Verify company names and locations, plus dates of employment, positions or titles held and compensation (when available). The HireRight Employment Verification confirms previous employment claims and reveals discrepancies in provided information.

**Military Record Verification** Confirm military service through the U.S. Department of Veterans Affairs or a candidate's DD Form 214, Certificate of Release or Discharge from Active Duty. The HireRight Military Record Verification helps to confirm claimed dates of active duty, last duty assignment and rank, separation information and more.

### Workers' Compensation History

Identify a candidate's previous conditions or injuries to make reasonable accommodations, if

necessary. The HireRight Workers' Compensation History can also provide the valuable information needed to help protect against professional claimants.

## Reference Checks

**Professional References Check** Use a standardized set of open-ended questions to interview a candidate's former colleagues or coworkers. The HireRight Professional References Check provides results that help to assess a candidate's past performance, identify growth potential, and determine industry skills to provide additional insight into a person's professional history.

### Newspaper and Periodical Search

Check nationwide databases for articles containing the name of an individual. The HireRight Newspaper and Periodical Search results can help reveal important events such as philanthropy, promotions, accounting fraud, embezzlement or other newsworthy actions.

## Motor Vehicle Records

**Motor Vehicle Records Check** Identify the status of an individual's driver's license, license type, endorsements, restrictions, driving violations, suspensions, and revocations. The HireRight Motor Vehicle Records (MVR) Check provides this information and shows driving under the influence (DUI) convictions for states that report this information in driving records.

## Credit History

**Credit History Check** Review the comprehensive credit history of a candidate. The HireRight Credit History Check provides information about negative account

status, accounts in collections, inquiries by third parties and more. Understanding credit history may be relevant for individuals with access to cash, budgets or discretionary spending.

**Federal Bankruptcy Search** Find pending and previous bankruptcy filings by or against an individual using the Public Access to Court Electronic Records (PACER) system. The HireRight Federal Bankruptcy Search shows a candidate's past experiences with credit worthiness that may be relevant for individuals involved with financial planning or managing budgets.

### County Court Civil Records Search

Locate records related to small claims, breach of contract, lawsuits and more. The HireRight County Court Civil Records Search performs upper court searches for records that typically include cases involving more than \$5,000, and lower court searches for records that typically involve less than \$5,000.

## Identity Checks

### Social Security Number Validation

Detect an incorrect or compromised Social Security Number (SSN) using data from the Social Security Administration (SSA) and other databases. The HireRight Social Security Number Validation confirms the SSN was issued, identifies the year and State of issuance and checks the SSA Death Index to help detect anomalies.

### Social Security Number Verification

Determine if an applicant's name and Social Security Number (SSN) match. HireRight verifies that the name and SSN provided belong to the applicant

by going directly to the Social Security Administration (SSA). The SSA requires a specific release form to be completed, and HireRight can obtain this form from the applicant on your behalf.

**Social Security Number Trace** Reveal the names and addresses associated with a Social Security Number (SSN) using credit bureau records. The HireRight Social Security Number Trace provides the essential information necessary for other services and can help detect an incorrect or compromised SSN.

## Sanctions Lists

### Global Sanctions and Enforcements

**Check** Reveal prohibited, restricted and sanctioned individuals using more than 150 national and global databases. The HireRight Global Sanctions and Enforcements Check supports compliance with the Federal Deposit Insurance Corp. (FDIC), Federal Financial Institutions Examination Council (FFIEC), USA PATRIOT Act, Sarbanes-Oxley (SOX) and more.

**Prohibited Parties Check** Reveal known terrorists, specially designated nationals, narcotics traffickers and other sanctioned persons by searching relevant U.S. databases and watch lists, including OFAC. The HireRight Prohibited Parties Check helps identify individuals not allowed to do business in the U.S. or deemed to be a threat by the Federal government.

## Financial Services

### Corporate Party Affiliation Search

Identify the potentially undisclosed business relationships, responsibilities and affiliations of an individual. The HireRight Corporate Party Affiliation Search results show whether an individual is a registered agent or officer of a business, corporation or limited partnership.

**FBI Fingerprinting** Comply with the fingerprinting requirements of the Federal Bureau of Investigation (FBI), when required. The HireRight FBI Fingerprinting service is available to organizations within certain industries that are required to perform fingerprinting to meet regulatory requirements.

## Health Care

**Health Care Sanctions Check** Identify sanctioned and excluded individuals in the health care industry. The HireRight Health Care Sanctions Check is available in service levels that check an increasing number of Federal and State databases such as the Fraud and Abuse Control Information System (FACIS).

### National Practitioner Data Bank Check

Search U.S. Department of Health and Human Services (HHS) databases for adverse actions reported against health care practitioners. The HireRight National Practitioner Data Bank (NPDB) Check is an important supplement to a comprehensive and careful review of a practitioner's professional credentials.

### Healthcare Integrity and Protection

**Data Bank Check** Search U.S. Department of Health and Human Services (HHS) databases for information about final adverse actions taken against health care practitioners, providers and suppliers. The HireRight Healthcare Integrity and Protection Data Bank (HIPDB) Check helps to combat health care fraud and abuse.

### Adult Abuse Registry Check

Reveal any records of neglect, mistreatment, physical and mental abuse, or financial exploitation by checking State databases, where available. The HireRight Adult Abuse Registry Check is an important component of

Certified Nursing Assistant (CNA), Registered Nurse (RN) and other caregiver screening.

**OIG Excluded Parties Check** Identify individuals that are excluded from participation in Federal health care programs, including Medicare and Medicaid. The HireRight OIG Excluded Parties Check searches the List of Excluded Individuals/Entities (LEIE) of the Department of Health and Human Services (DHHS) Office of the Inspector General (OIG).

**GSA Excluded Parties Check** Identify individuals or organizations that are excluded from receiving Federal contracts and certain Federal subcontracts, assistance or benefits. The HireRight GSA Excluded Parties Check searches the Excluded Parties List System (EPLS) of the General Services Administration (GSA) to provide this valuable information.

**FDA Debarment List Check** Identify individuals the Food and Drug Administration (FDA) has convicted of a Federal felony for violating the Federal Food, Drug, and Cosmetic Act (FD&C Act). The HireRight FDA Debarment List Check finds records of criminal conduct, relating to development or approval of a drug product, that prevent an individual from engaging in similar activities.

### FDA Disqualified/Restricted/

**Assurances Lists Check** Identify individuals who are restricted from receiving investigational drugs, biologics, or devices by the Food and Drug Administration (FDA). The HireRight FDA Disqualified/Restricted/Assurances Lists Check reveals persons that may have failed to comply with regulatory requirements for studies or submitted false information to the study's sponsor.

## Retail

**Theft Database** Reveal theft or shoplifting incidents reported by organizations with the HireRight Theft Database. This participatory database is compliant with the Fair Credit Reporting Act (FCRA) and contains more than 1 million records of unprosecuted incidents to help organizations avoid hiring candidates with likelihood to steal.

## Transportation

**DAC Employment History File** Verify the past employment of drivers with the HireRight DAC Employment History File. This participatory database contains more than 6 million records and acts as an electronic file cabinet for more than 3,000 organizations, storing the employment histories of drivers with a Commercial Driver's License (CDL).

**CDLIS+** HireRight CDLIS+ fulfills FMCSA requirements by searching not only the Commercial Driver's License Information System (CDLIS) database, but also the HireRight Multiple License Pointer File (MLPF) which contains information from previous HireRight MVR searches. The HireRight MLPF reports any additional licenses not found during a standard CDLIS search and then HireRight CDLIS+ verifies a Commercial Driver's License (CDL) and up to three prior CDLs from other states.

**Driver Violation Alert (DVA)** Maintain visibility into driving records with HireRight Driver Violation Alert (DVA), a monthly service that automatically orders motor vehicle records (MVR) if activity is detected. By obtaining MVR information in advance of annual reviews, organizations can address issues or take corrective actions and drivers can resolve a problem that may affect their driving privileges.

**DAC Online** Automate the inquiry, viewing and dispute/rebuttal process of driver work and drug/alcohol histories with HireRight DAC Online. This web-based system automates responses to prospective employer inquiries for work and drug/alcohol history, plus it also allows current and former drivers to review their information and initiate a dispute/rebuttal process.

### Drug and Alcohol History Database

Obtain drug and alcohol history information and pre-employment drug test results for drivers with a Commercial Driver's License (CDL). The HireRight Drug and Alcohol History Database contains more than 4 million records provided by more than 2,500 organizations.

**DOT Compliance History** Obtain 3 years of information about driver employment and pre-employment compliance, including drug/alcohol test results for individuals with a Commercial Driver's License (CDL). The HireRight DOT Compliance History also indicates DOT accidents, if any, and satisfies Department of Transportation (DOT) compliance requirements.

### FAA Pilot Accident/Incident Check

Uncover whether a candidate has any accidents or incidents on record with the Federal Aviation Administration (FAA). The HireRight FAA Pilot Accident/Incident Check reports the dates and descriptions of any events found plus information about the source and verification of the data.

### FAA Airframe and Powerplant License

Confirm a person's claims about their Federal Aviation Administration (FAA) mechanic's licensing. The HireRight FAA Airframe and Powerplant License service reports the source of the license, its number and issue date plus current

license status by checking the databases of the FAA.

### FAA Pilot Records Improvement Act (PRIA) Employment

Verify previous employment of pilots in accordance with the Pilot Records Improvement Act (PRIA) with the HireRight FAA PRIA Employment service. This verification is a mandatory search of pilot employment history for the previous 5 years, and this is one of many requirements of the Federal Aviation Reauthorization Act.

### FAA Pilot Records Improvement Act (PRIA) Certification

The HireRight FAA PRIA Certification includes verification of records pertaining to the current airman medical certificate indicating level, category, class, and type ratings. It also reports limitations to those certificates and ratings and summaries of legal enforcement actions as required per the Pilot Records Improvement Act (PRIA).

### FAA Department of Transportation (DOT) Pilot

Verify drug and alcohol test results for pilots from previous employers for the last 5 years. The HireRight FAA DOT Pilot service complies with the Pilot Records Improvement Act (PRIA), which also requires written responses to the drug and alcohol verification questions.

## Non-profit

**Volunteer Check** Reveal sex offender and criminal records by checking sex offender registries and databases from the Departments of Corrections plus State and County courts, where available. The HireRight Volunteer Check is a low-cost service available exclusively for use by non-profit organizations.

## Global Services

**Global Criminal Search** Reveal criminal records in every region of the world, except Antarctica. The HireRight Global Criminal Search is available for more than 150 countries and territories and returns the best available information involving potential criminal records for an individual.

**Global Education Verification** Confirm educational credentials in every region of the world including more than 200 countries and territories. The HireRight Global Education Verification confirms degree, certificate or diploma claims directly with institutions or their authorized agents.

**Global Professional License Verification** Check professional licenses in the Americas and EMEA (Europe, the Middle East and Africa) regions of the world. The HireRight Global Professional License Verification confirms a candidate's claimed licenses and determines if they are in good standing in the countries and territories where this information is customarily available.

**Global Employment Verification** Expand employment verifications to include every region of the world. The HireRight Global Employment Verification confirms company names and locations, dates of employment, positions or titles held and compensation (when available) for more than 200 countries and territories.

**Global Professional References Check** Obtain professional reference checks in every region of the world. The HireRight Global Professional References Check uses a standardized set of open-ended questions to interview a candidate's former colleagues or coworkers for more than 200 countries and territories.

**Global Motor Vehicle Records Check** Run Motor Vehicle Records (MVR) checks in the Americas and Australian and EMEA (Europe, the Middle East and Africa) regions of the world. The HireRight Global Motor Vehicle Records Check returns the best available information involving

the motor vehicle records of an individual for countries and territories where this information is customarily available.

**Global Credit History Check** Perform credit checks in the Americas and APAC (Asia, Pacific and Japan) and EMEA (Europe, the Middle East and Africa) regions of the world. The HireRight Global Credit History Check returns the best available information involving the credit history of an individual for countries and territories where this information is customarily available.

**Global Civil Records Search** Search for civil records in the Americas and APAC (Asia, Pacific and Japan) and EMEA (Europe, the Middle East and Africa) regions of the world. The HireRight Global Civil Records Search returns the best available information involving the civil records of an individual for countries and territories where this information is customarily available.

**Global Employment Eligibility Verification** Confirm a person's right to work in the Americas and Australian regions of the world. The HireRight Global Employment Eligibility Verification determines a person's employment eligibility and is an essential tool for employers committed to maintaining a legal workforce.

Get results you can trust with the highest quality information and the fastest turnaround time.

### Contact Us

For more information about HireRight services, call us at **800.400.2761** extension 5977 in the U.S. and Canada or +1 949.428.5800 worldwide or visit us online at **[www.hireright.com](http://www.hireright.com)**.

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