

JUSTIFACTS CREDENTIAL VERIFICATION, INC.

5250 Logan Ferry Road, Murrysville, PA 15668

PHONE: (800) 356-6885 ~ FAX: (412) 798-4799

www.justifacts.com

ORDER FORM (Individual Searches)

Person Ordering Work: _____ Title: _____

Company: _____ Address: _____ Date: _____

Phone Number: _____ Fax Number: _____

Applicants Name: _____

Address: _____

Social Security Number: _____ Date of Birth: _____

CHECK PACKAGE DESIRED

Criminal Record Search:

Comments

- County Criminal Record Search _____
- State Criminal Record Search _____
- National Criminal Database Search (should be ordered as a back-up to a county or state search) _____
- Federal District Court Search _____
- Sex Offender Registry Search _____
- Wants & Warrants Search _____

Please search criminal records in all areas of residence for 7 years. (Each search additional charge)

Please check if you wish only the current county and/or state of residence searched, and indicate:

Current County Only

Current State Only

Current County and State Only

*****Justifacts recommends ordering both state and county checks for all addresses in a 7- year history*****

Individual Searches:

Comments:

- Credit Check _____
- Driving Record Search License # _____ State: _____
- Professional License Check License # _____ State: _____
- O.I.G. Search (Medicare/Medicaid Fraud) _____
- Confirmation of Education _____
- Social Security Track _____
- Workers Compensation Search – **Initial here if an offer of employment has been made:** _____
- Comprehensive Employment Confirmation _____
- Basic Employment Confirmation _____
- Professional Reference _____
- Personal Reference _____
- 5 Panel Drug Screen _____

Please complete this form and fax or mail it with the candidate's completed application for employment, which includes the authorization for release of information.

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ORDER FORM (Packages)

Person Ordering Work: _____ Title: _____

Company: _____ Address: _____ Date: _____

Phone Number: _____ Fax Number: _____

Applicants Name: _____ Address: _____

Social Security Number: _____ **Date of Birth**:** _____

**** Most State Criminal Record Searches Require a date of Birth**

Basic Baseline Package (One criminal record search, basic employment, ss track and confirmation of degree)

Check here if all areas of residence are to be searched for criminal records. (Additional charge)

Baseline Package (One criminal record search, comprehensive employment, ss track and confirmation of degree)

Check here if all areas of residence are to be searched for criminal records. (Additional charge)

Baseline Plus Package (One criminal record search, comprehensive plus employment, ss track and confirmation of degree)

Check here if all areas of residence are to be searched for criminal records. (Additional charge)

Comprehensive Package (One criminal record search, comprehensive employment, ss track, federal district search, multi-state criminal database, credit with OFAC, driving record search and confirmation of degree)

Driving Record Search Drivers License # _____ State: _____

Check here if all areas of residence are to be searched for criminal records. (Additional charge)

Comprehensive Plus Package (One criminal record search, comprehensive plus employment, ss track, federal district search, multi-state criminal database, credit with OFAC, driving record search and confirmation of degree)

Driving Record Search Drivers License # _____ State: _____

Check here if all areas of residence are to be searched for criminal records. (Additional charge)

Lightning Check (Social Security Track and One Criminal Record Search)

Check here if all areas of residence are to be searched for criminal records. (Additional charge)

Industrial Package (Social Security Track, One Criminal and Driving Record Search)

Driving Record Search Drivers License # _____ State: _____

Check here if all areas of residence are to be searched for criminal records. (Additional charge)

Professional Package (Social Security Track, One Criminal, Credit Check w OFAC, & Confirmation of Highest Degree)

Check here if all areas of residence are to be searched for criminal records. (Additional charge)

Medical Package (Social Security Track, One Criminal, Professional License, OIG and Sex Offender)

Professional License Type of License: _____ State: _____

Check here if all areas of residence are to be searched for criminal records. (Additional charge)

Additional Comments or Searches: _____

Please complete this form and fax or mail it with the candidate's completed application for employment, which includes the authorization for release of information.

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