



Please complete Sections 1-4, sign, and fax to OPENonline at 614-481-6980.

SECTION 1: Company Information

Company Name, Requestor Name, Address, City, State, Zip, Delivery Preference, Phone #, Fax #, Email Address, Account #

SECTION 2: Personnel Authorized to Place/Change Orders (attach additional page(s) if necessary)

Name (1), Phone #, Fax #, Email Address, Name (2), Phone #, Fax #, Email Address, Name (3), Phone #, Fax #, Email Address, Name (4), Phone #, Fax #, Email Address

SECTION 3: Order Information

Please select the package of services you would like from the choices below. You may also select any combination of services from the list on page 2.

- BASIC BACKGROUND CHECK, DRIVER BACKGROUND CHECK, MID-LEVEL/MANAGERIAL BACKGROUND CHECK, FINANCE/ACCOUNTING BACKGROUND, EXECUTIVE BACKGROUND CHECK

ADDITIONAL SERVICES:

If you do not wish to select a package, please indicate the services you would like to order.

- National Criminal History Report (NCHR)
- County Criminal Records Check
- Federal Criminal Records Check
- County Civil Records Check
- Federal Civil Records Check
- Bankruptcy Records Check
- Credit Report
- MVR Report (Driver's License # _____)
- Education Verification (if selected, please complete Education Verification Form)
- Employment Verification (if selected, please complete Employment Verification Form)
- Professional License Verification (if selected, please complete Professional License Form)
- _____
- _____
- _____

SECTION 4: Background Check Order Preferences

Court Research Location Preferences: Please indicate your preferences for county court research.

Criminal/Civil Records Checks (select one)

- Perform research in subject's county of residence only.
- Perform research in all counties represented on subject's Identity Verification. (Covers previous 7 years; up to 3 counties included in package prices. Additional counties charged at retail prices. Court surcharges may apply.)

National Criminal History Report

- Perform county criminal checks in counties where HITS (exact matches) are found by the National Criminal History Report.

Search Criteria Preference: Please indicate what criteria to use for your background checks.

- Use only Name, DOB and/or SSN submitted on order form.
- Use all derivatives of names found (including maiden, alias, or nicknames) on SSN Verification. If this option is selected, the package price will apply for each name researched.

FCRA Compliance: Adverse Action Notification Service: Please indicate if you would like us to handle your FCRA communications Handle all required Adverse Action communications (additional service fee applies per applicant).

CUSTOMER CERTIFICATION:

Customer hereby expressly acknowledges and agrees that it has a permissible purpose for obtaining a Consumer Report as defined by the Fair Credit Reporting Act for employment purposes, and Customer has, prior to requesting a Report, made a clear and conspicuous disclosure to the subject, consisting solely of the disclosure, that a consumer report might be obtained for employment purposes. Customer has obtained prior written authorization from the consumer to obtain this report. Customer further certifies that prior to taking adverse action, based in whole or in part upon the Consumer Report, Customer will provide to the applicant/consumer a copy of the consumer report and a summary of the consumer's rights as prescribed by the Fair Credit Reporting Act and the FTC. Customer certifies that use of this information will not violate any laws and that all requirements of the Fair Credit Reporting Act and the applicable provisions of the Fair and Accurate Credit Transactions Act will be followed.

Customer agrees and understands that OPENonline may use records from websites and databases, and information obtained may not be completely up to date or may contain inaccuracies. Information may contain records of arrest. The fact that county court searches are conducted is not a guarantee of fitness of a candidate. There may be occasions where there is insufficient information on a subject to verify a record, such as, without limitation, situations where a database does not indicate a county to conduct the search, or where there are insufficient identifiers to confirm the subject.

Customer Signature _____
Title _____

Print Name _____
Date _____