

Extras and Exceptions

Welcome to American DataBank!

At American DataBank our goal is to support your business in every way we can. We have prepared the information in this document as an initial resource you can turn to when questions arise. Many of the covered topics have links to additional tools that will also be helpful.

If you are new to American DataBank, this information will help to facilitate your onboarding process. In addition, your Client Support Team will be available to answer your questions.

We look forward to working with you and earning your confidence.

Thank you.

The American DataBank Team

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| <h2>FCRA Compliance</h2> |
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The Fair Credit Reporting Act (FCRA) governs the activities of Consumer Reporting Agencies (CRAs) like American DataBank. The FCRA also regulates the activities of persons who use the consumer reports produced by a CRA. A consumer report contains information on a job applicant or employee's character, reputation, mode of living and other personal data. When this information is provided by a CRA the end user is required to comply with the FCRA.

As an employer, how do I comply with the Fair Credit Reporting Act?

Our clients have certain legal obligations when using the information we provide for employment and other purposes. These obligations are summarized in a Notice to Users document prepared by the Consumer Financial Protection Board, which may be accessed here:

<http://www.americandatabank.com/consumer-information/fcra-notice-to-users/>

In the Customer Service Agreement (CSA) executed with American DataBank, your organization certified:

- That it is requesting American DataBank to provide screening services only for the permissible purposes of considering an individual for employment, promotion, reassignment or retention as an employee, and for no other purposes.
- That prior to requesting American DataBank to provide screening services for employment purposes on an applicant/employee, it has provided the applicant/employee with a clear and conspicuous written disclosure, in a document consisting solely of the disclosure, that a consumer report is being requested for employment purposes, and it has obtained the written authorization from the applicant/employer to

obtain a consumer report for employment purposes. A sample version of a disclosure and authorization form is available from the American DataBank website that you may use to prepare your own form:

<http://www.americandatabank.com/consumer-information/compliance-formsdocuments/>

- That before taking adverse action (e.g., refusing to hire or promote an applicant/employee), based in whole or part on information contained in the consumer report, it will first: 1) Provide the applicant/employee with a copy of the consumer report; 2) Provide the applicant/employee with a copy of the Consumer Rights, in the format approved by the Consumer Financial Protection Bureau (CFPB) (A copy of this Consumer Rights form may be obtained from American DataBank); and 3) Provide the applicant with at least five (5) business days to dispute any information contained in the consumer report.
- That after providing the applicant/employee with the Pre-Adverse Action information contained above, and after it has given the applicant/employee ample time to dispute the information, the Subscriber will send the applicant a follow-up notification that the Subscriber is taking adverse action (e.g., denying employment or promotion) based on the information contained in the consumer report.
- That it acknowledges the sensitivity and confidentiality of the information contained in the consumer report and Subscriber agrees that information obtained from a consumer report will not be used in violation of any applicable state or federal equal employment opportunity laws.
- That it has read and understands the requirements of the Fair Credit Reporting Act, Subscriber agrees that it will comply with all such requirements.

Educational Industry Backgroundcheck:

Please note that for school/student applicants the permissible purpose for obtaining a Consumer Report will be the “written instructions” of the applicant found in the forms signed as part of the Complio process. Also note that schools and health clinics that make decisions based on a Consumer Report are required to give applicants a final Adverse Action notice but are exempt from the above Pre-Adverse Action notice requirements (which only apply to employers).

Employment Background Checks; The 613 Notice:

Whenever a background check is done for employment purposes and adverse information may be reported about the applicant, best practices require the consumer reporting agency to send the notice prescribed by FCRA Section 613. This notice, often referred to as the 613 Notice, goes out to the applicant at the same time the adverse information is reported to our client. The 613 Notice sent by ADB states:

The purpose of this notice is to inform you that American DataBank, a consumer reporting agency, is reporting public record information about you to [XYZ] Company. This notice is not an indication of the Company’s decision regarding your application status.

The 613 Notice also explains how the applicant may request a copy of their completed report. The 613 procedure is designed to give the applicant an early opportunity to review his/her consumer report and correct any errors.

FCRA Resources

[American DataBank urges all employers to review the restrictions and requirements of the FCRA.](#) The Act's citation is Public Law 91-508, Title 15, U.S.C. Sections 1681, et seq, and the text of this Act is available online through the Consumer Financial Protection Bureau (CFPB) website at:

<http://www.consumerfinance.gov/learnmore>

Social Security Number Update

Identity Traces on Newly-Issued SSNs – New Procedures for Immigrants

Due to population growth and rampant identity theft problems, the Social Security Administration has changed its methods for issuing new Social Security Numbers (SSNs).

What changed?

SSN randomization is now in effect. This means that any new SSNs will be issued by lottery from a "pool" of all available remaining Social Security numbers. In the past, SSNs were issued based on a formula that included a geographic indicator or "area number" (the first three digits) and a "group number" (the fourth and fifth digits).

How does this change affect you?

One of the most valuable tools for background screening is an SSN Trace that validates an applicant's Social Security number through a multi-step process. This process involves:

- Determining the State of Issuance via the area number.
- Determining the approximate time of issuance via the group number.
- Revealing a history of name, date of birth and address history associations via several proprietary databases.

With randomization now in effect, step one and two cannot be determined on NEW SSNs because the "area" and "group" numbers are no longer coded into the SSN. Step three can still be done on both old and new SSNs.

Of course, the vast majority of new randomized Social Security numbers will be issued to newborn children, thus postponing the effect these numbers will have on background screenings until today's children enter the workforce years down the road. However, employers that frequently hire immigrants that have newly-issued Social Security numbers will immediately notice that they are suddenly unable to verify identity in the pre-employment background check stage of hiring.

The Solution (Consent Based Social Security Number Verification System)

The only pre-employment solution to verifying that an individual's name and date of birth match his/her new SSN is to ask American DataBank to utilize the Consent Based Social Security Verification System. Known as "CBSV", this system represents the first time the Social Security Administration has granted access directly to pre-employment background screening providers.

What does it cost?

The Social Security Administration invested a great deal of tax payer money into creating the new CBSV service, and they have established a structured fee schedule to access the information. Please contact American DataBank for the cost for conducting CBSV searches.

While the CBSV will slightly raise the cost of background screening across the board, the ability to determine a false identity before an applicant is brought on-board far outweighs the alternative.

Please contact American DataBank if you have questions on the new CBSV system.

State Requirements

Certain states have passed legislation that is more restrictive than the FCRA or that requires employers to take additional actions beyond those required by the FCRA. For example:

- In eleven states no information can be reported that is older than seven (7) years even if it is information about a conviction. Under the FCRA convictions older than seven years may be reported. Thus if the applicant lived in Florida but he/she is applying to an organization located in one of the eleven states listed below, the 7-year restriction rule applies and trumps the information available in Florida. The eleven states that restrict all reporting to a maximum of seven years are:

| | |
|---------------|---------------|
| California | New Hampshire |
| Colorado | New Mexico |
| Kansas | New York |
| Maryland | Texas |
| Massachusetts | Washington |
| Montana | |

- The following states restrict an employer's use of arrests and other charges that did not result in convictions, even if the charge occurred in the most recent seven (7) years: **California, Illinois, Massachusetts, Michigan, New York, Pennsylvania, Rhode Island and Wisconsin.**

State agencies in several other jurisdictions have issued guidance discouraging employers from requesting non-conviction information, including Arizona, Idaho, Kansas, Montana, Nevada, North Dakota, South Dakota and West Virginia.

- In a growing number of jurisdictions, including California, Florida, Seattle, San Francisco, Philadelphia, Portland OR and Montgomery and Prince George Counties MD, employers must identify in the pre-adverse action letter the specific conviction that is prompting the possible adverse action. In addition, California employers need to adopt a decision process regarding their review of criminal history information similar to what is required by the EEOC, e.g., a case by case evaluation of the nature of the crime, the nature of the job, the time that has passed since the crime, etc. In New York City and Los Angeles, the initial Pre-Adverse Action communication must include a full page written analysis of various factors like the nature of the crime, the nature of the job, how long ago the crime occurred and rehabilitation efforts. In Los Angeles, any information provided by

applicant in response to the Pre-Adverse notice must be evaluated in writing by the employer and this reassessment must be provided as part of the Final-Adverse Action notice.

- California, Minnesota and Oklahoma require the employer to offer the consumer a copy of the report. If requested, a copy of the report must be provided, regardless of the content of the report and even if no adverse action is taken. In California, if a report is requested the employer must send the report to the consumer within three (3) business days of the date the employer receives the report.
- California requires employers to give applicants special disclosures prior to conducting a background screening that are in addition to the required FCRA disclosures. American DataBank's sample version of the required California disclosure form is available on ADB's website under the Resources tab.
- New York requires employers to provide a copy of Article 23-A when they conduct a background check, to post the law in their place of business and to provide a fair evaluation on a case-by-case basis when considering an applicant or employee with a conviction history.
- Several jurisdictions have passed, or are in the process of implementing, pay equity laws that restrict an employer's ability to ask about or use salary history as part of the hiring process, including Delaware, Oregon, California, Massachusetts, Puerto Rico, New York City, Philadelphia and San Francisco.

Because state law varies and changes on a regular basis, American DataBank advises employers to consult with legal counsel familiar with state and local laws pertaining to your place of business.

Criminal Records

Criminal records searches can be the key component of the background check. A criminal background check helps an employer:

- Demonstrate due diligence and mitigate negligent hiring/retention risk
- Protect company funds, assets and intelligence from theft or fraud
- Foster workplace safety and security
- Gain insight into applicants' past to predict future recitative behavior

How can an employer use criminal records in hiring decisions?

On April 25, 2012, the Equal Employment Opportunity Commission (EEOC) issued guidance on the use of background checks in employment decisions. EEOC guidance indicates that the application and background screening process should be separate.

Company policies should not include any "**bright line**" rules that would create disparate impact on any group(s) of individuals. Bright line rules are blanket statements within a policy that prohibit employment of any individual with a criminal past without taking into account job relevance or individual assessment, such as the time since the crime or rehabilitation.

The EEOC advises employers to remove from the employment application form and process any question or checkbox that requires the applicant to state whether they have been convicted of a crime, offense, felony, misdemeanor or otherwise. In addition, approximately 29 states and over 150 cities and local governments have passed legislation – known as “**ban-the-box**” laws - governing when during the hiring process an employer may ask about past convictions. Details on current legislation are available from the National Employment Law Project (www.nelp.org) at:

<http://www.nelp.org/content/uploads/Ban-the-Box-Fair-Chance-State-and-Local-Guide.pdf>

Many of these Ban-the-Box laws require that an employer should conduct an individual assessment before making a decision that will result in adverse action in order to provide the applicant with the opportunity to explain the facts or circumstances surrounding the offense. When making an employment decision, it is best to only consider offenses that result in a conviction and that are related to the job responsibilities of the position in question.

Other factors to consider are:

- The severity of the offense;
- How much time has elapsed since conviction;
- The number of convictions (pattern of criminal history); and
- Rehabilitation or education/training since the offense.

Where do I search for Criminal Records?

A key challenge when conducting a criminal background check is determining what jurisdictions to search. In addition to developing a logical approach – such as searching locations where an applicant has lived during the past seven years – it is also necessary to evaluate the available information sources.

Statewide Searches offer a way to search all of the counties within a state through a single search. Statewide criminal records are typically kept by a state agency, such as the Administrative Office of the Courts, State Policy, State Bureau of Investigation, etc. American DataBank only offers statewide searches in states that have comprehensive, statewide record keeping systems covering all counties.

County Searches look for records at the county courthouse where crimes are prosecuted. County searches are available for any of the nearly 3,150 counties in the United States. County searches typically cover both county and district courts and will also include municipal courts where available. Some states – such as the states listed below – require county searches; typically this is because the state has not yet established a comprehensive statewide records keeping system.

Comparison: Statewide vs. County Criminal Searches

| | Statewide Criminal Searches | County Criminal Searches |
|---------------------|--|---------------------------------|
| Availability | Available in all States <u>except</u> : CA, LA, MA, MS, NV, NH, OH, VA, WV and WY. | Available in all U.S. counties. |

| | Statewide Criminal Searches | County Criminal Searches |
|-----------------|---|---|
| Coverage | Widest possible coverage area – includes all records reported to the State by Counties. | Limited to the records held within a single county’s courthouses; a metro area may cover multiple counties. |
| Accuracy | Counties may delay reporting until a final disposition is reached. Real-time reporting in some states means a case is available as soon as it is filed. | The latest information is stored at the county courthouse. |
| Value | More cost-effective –especially if an individual has lived in multiple counties within a State. | More expensive, especially if an individual has lived in multiple counties |

Criminal Turnaround Times

American DataBank makes every effort to deliver criminal search results to our clients as quickly as possible. We strive to provide a balance between quick turnaround and rigorous research methodology. Where available, we leverage electronic access to court records; however, we do not rely on databases that, despite providing instant turnaround, would jeopardize the integrity of the research. For most jurisdictions, we are able to provide completed research in 12 to 48 hours.

In jurisdictions where searches must be performed in-person with the assistance of the Court Clerk, turnaround times may be extended as a result of the court’s own requirements. In these instances, we still strive to obtain the quickest turnaround available.

The following jurisdictions typically experience turnaround times that exceed 48 hours:

| Jurisdiction | Anticipated Turnaround |
|--|---|
| California: San Mateo and Santa Cruz county | 4-6 weeks |
| California: Contra Costa, Del Norte, Imperial, Inyo, Lassen, Maricopa, Mariposa, and San Luis Obispo counties | 10-20 business days because records may only be accessed by court clerks. |
| Illinois: Statewide criminal search | 24-48 hours if no record is found; Confirmation of a record, or a possible record, may take up to 30 days. |
| Massachusetts: All counties | 10-20 business days Each county has at least one superior court and several district courts. The county superior courts are always searched. The district court where the defendant lived at the time of the offense handles the criminal so it is best to include the city where the applicant lived when ordering county criminal searches in Massachusetts. |

| Jurisdiction | Anticipated Turnaround |
|---|---|
| Nevada: Clark county All other counties in Nevada | 24-48 hours 5-10 business days |
| New Hampshire: All counties | 5-20 business days Each county has at least one superior court and several district courts. The county superior courts are always searched but the district court that handles the criminal case depends on the city where the defendant/applicant lived at the time of the offense so it is best to include the city where the applicant lived when ordering county criminal searches in New Hampshire. |
| Pennsylvania: Statewide criminal search | 24 hours if no record is found; Confirmation of a record, or a possible record, may take up to 45 days. |
| Wyoming: All counties | 5-10 business days |

Criminal Court Fees Assessed by State and County Jurisdictions

Some courts charge a fee for access to records. We absorb the cost of lower fees, but when a fee exceeds a certain dollar amount, American DataBank passes the fee to our client. We pay these fees at the time of the search and then we pass the cost along to our client.

Below is a list of court fees currently in effect.

Please note that court fees are subject to change without prior notice.

| State | County Court Fee | Statewide Criminal Fee |
|-----------------------|---|------------------------|
| Alabama | \$2.00 | \$2.00 |
| Alaska | No additional fee | No additional fee |
| Arkansas | (Boone and Lincoln no longer have court fee), CLARK \$10.00, CLAY \$12.00, Cleburne County AR \$5.00, CROSS \$10.00, GRANT \$10.00, LEE \$20.00, NEWTON \$10.00 PULASKI \$15.00 All Other Counties \$5.00 | \$22.00 |
| Arizona | No additional fee | No additional fee |
| American Samoa | \$35.00 | \$35.00 |

| State | County Court Fee | Statewide Criminal Fee |
|----------------------|--|-------------------------|
| California | Alpine County \$15; Amador County \$15; Butte County \$15; Calaveras County \$15; Colusa County \$15; Del Norte \$15.00; Imperial County \$15; Inyo \$15.00; Lassen \$15.00; Los Angeles \$5; Mariposa \$15.00; Modoc \$15.00; Mono \$15.00; Nevada County \$15; San Luis Obispo County \$15; Santa Clara County \$3 | Statewide Not Available |
| Colorado | \$2.75 | \$2.75 |
| Connecticut | \$2.00 | \$2.00 |
| Delaware | No additional fee | No additional fee |
| Florida | Suwannee \$14.00; Taylor \$14.00; All other counties = No additional fee | \$24.00 FDLE |
| Georgia* | No additional fee Bibb County \$3.00; All other counties = No additional fee | GCIC \$3.50 |
| Guam | \$29.00 | \$29.00 |
| Hawaii | No additional fee | No additional fee |
| Idaho | No additional fee | No additional fee |
| Illinois | Fulton County \$10.00; Hancock County \$5.00; McDonough \$3.50; All other counties No additional fee | \$10.00 |
| Indiana | No additional fee | \$15.00 |
| Iowa | No additional fee | No additional fee |
| Kansas | \$1.50 per county/name | \$20.00 |
| Kentucky | Anderson County \$25.00; all other counties = No additional fee | \$27.00 |
| Louisiana | Evangeline \$5.00; All other counties = No additional fee | Not available |
| Maine | \$31 charged by all counties | \$31.00 |
| Maryland | No additional fee | No additional fee |
| Massachusetts | Nantucket County \$63 | CORI Search \$26.00 |
| Michigan | \$10 charged by all counties, except Emmet County \$5.00 | \$10.00 |
| Minnesota | No additional fee | No additional fee |
| Mississippi | George County \$1.00; Perry County \$15.00; All other counties = No additional fees | Not available |
| Missouri | No additional fee | \$12.00 |
| Montana | Flathead County \$25.00, All other counties \$20.00 | \$20.00 |
| Nebraska | No additional fee | \$1.00 |

| State | County Court Fee | Statewide Criminal Fee |
|---------------------------------|--|------------------------|
| Nevada | Carson City \$3.50; Churchill \$3.50; Douglas \$3.50; Elko \$3.50; Eureka \$3.50; Lincoln \$3.50; Lyon \$3.50; Nye \$3.50; Pershing \$3.50; Storey \$3.50; White Pine \$3.50 | Not available |
| New Hampshire | \$69.00 charged by all counties | Not available |
| New Jersey | No additional fee | No additional fee |
| New Mexico | No additional fee | No additional fee |
| New York | \$99.00 charged by all counties | \$99.00 |
| North Carolina | No additional fee | \$3.75 |
| North Dakota | No additional fee | No additional fee |
| Northern Mariana Islands | Saipan Municipality Court \$55.00 | \$45.00 |
| Ohio | No additional fee | Not available |
| Oklahoma | No additional fee | \$15.00 |
| Oregon | No additional fee | No additional fee |
| Pennsylvania | No additional fee | \$22.00 |
| Puerto Rico | \$15.00 | \$15.00 |
| Rhode Island | No additional fee | No additional fee |
| South Carolina | No additional fee | \$26.00 |
| South Dakota | \$20 charged by all counties | \$20.00 |
| Tennessee | Bledsoe \$5.00; Carroll \$5.00; Humphreys \$10.00; Johnson \$10.00; Knox \$15.00; Marion \$3.00; Moore \$5.00; All other counties = No additional fees | \$29.00 |
| Texas | No additional fee | \$3.00 |
| Utah | No additional fee | No additional fee |
| Vermont | \$30 charged by all counties | \$30.00 |
| Virginia | No additional fee | Not available |
| Virgin Island (US) | \$49.00 | \$49.00 |
| Washington | No additional fee | No additional fee |
| West Virginia | \$1.00 | No additional fee |
| Wisconsin | No additional fee | No additional fee |
| Wyoming | \$25 charged by all counties | Not available |

IMPORTANT: Court fees are subject to change without prior notice.

*State-specific release form required for search.

Canadian Criminal Search

| Province | Court Fee |
|-------------------------|-----------------------------------|
| Alberta | \$30.00 (ADB Cost via ISB Canada) |
| British Columbia | \$30.00 (ADB Cost via ISB Canada) |
| Manitoba | \$30.00 (ADB Cost via ISB Canada) |

| | |
|----------------------------------|-----------------------------------|
| New Brunswick | \$30.00 (ADB Cost via ISB Canada) |
| Newfoundland and Labrador | \$30.00 (ADB Cost via ISB Canada) |
| Nova Scotia | \$30.00 (ADB Cost via ISB Canada) |
| Ontario | \$30.00 (ADB Cost via ISB Canada) |
| Prince Edward Island | \$30.00 (ADB Cost via ISB Canada) |
| Quebec | \$30.00 (ADB Cost via ISB Canada) |
| Saskatchewan | \$30.00 (ADB Cost via ISB Canada) |

**Confirmed that we use ISB Canada for province based criminal searches as well. Very rarely ISB comes back with the record that they need to reach out to each Province, then there may be an additional fee.

Canadian National Criminal Search

| | |
|-------------------|-----------------------------------|
| | Court Fee |
| Nationwide | \$30.00 (ADB Cost via ISB Canada) |

Civil Court Fees Assessed by State and County Jurisdictions

Some courts charge a fee for access to records. We absorb the cost of lower fees, but when a fee exceeds a certain dollar amount, American DataBank passes the fee to our client. We pay these fees at the time of the search and then we pass the cost along to our client.

Below is a list of court fees currently in effect.

Please note that court fees are subject to change without prior notice.

| State | County | High Court Fee |
|-------------|-----------|----------------|
| Arkansas | Bradley | \$6.00 |
| | Calhoun | \$5.00 |
| | Carroll | \$1.00 |
| | Chicot | \$5.00 |
| | Clark | \$10.00 |
| | Clay | \$12.00 |
| | Craighead | \$4.00 |
| | Cross | \$10.00 |
| | Desha | \$5.00 |
| | Greene | \$5.00 |
| | Hempstead | \$5.00 |
| | Izard | \$6.00 |
| | Jefferson | \$5.00 |
| | Lawrence | \$5.00 |
| | Lee | \$20.00 |
| | Lincoln | \$5.00 |
| Miller | \$5.00 | |
| Mississippi | \$14.00 | |

| State | County | High Court Fee |
|------------|-----------------|----------------|
| | Nevada | \$6.00 |
| | Newton | \$10.00 |
| | Ouachita | \$5.00 |
| | Perry | \$5.00 |
| | Phillips | \$5.00 |
| | Pope | \$3.00 |
| | Randolph | \$6.00 |
| | Saint Francis | \$5.00 |
| | Saline | \$5.00 |
| | Sharp | \$6.00 |
| | Washington | \$5.00 |
| | White | \$6.00 |
| | Yell | \$3.00 |
| California | Alpine | \$15.00 |
| | Del Norte | \$15.00 |
| | Humboldt | \$15.00 |
| | Imperial | \$15.00 |
| | Inyo | \$15.00 |
| | Lake | \$15.00 |
| | Lassen | \$15.00 |
| | Los Angeles | \$5.00 |
| | Mariposa | \$15.00 |
| | Mendocino | \$15.00 |
| | Modoc | \$15.00 |
| | Mono | \$15.00 |
| | Plumas | \$15.00 |
| | San Luis Obispo | \$4.00 |
| | San Benito | \$15.00 |
| | Sierra | \$15.00 |
| Colorado | Denver | \$2.00 |
| Florida | Bradford | \$20.00 |
| | Calhoun | \$20.00 |
| | Franklin | \$20.00 |
| | Gadsden | \$20.00 |
| | Gilchrist | \$20.00 |
| | Glades | \$20.00 |
| | Gulf | \$20.00 |
| | Hamilton | \$20.00 |
| | Hendry | \$20.00 |
| | Jackson | \$20.00 |
| | Sumter | \$20.00 |
| | Taylor | \$20.00 |
| | Union | \$20.00 |

| State | County | High Court Fee |
|----------------------|--------------|----------------|
| | Walton | \$20.00 |
| | Washington | \$20.00 |
| Kansas | All | \$1.50 |
| Louisiana | Cameron | \$10.00 |
| | Catahoula | \$20.00 |
| | Evangeline | \$20.00 |
| | Orleans | \$10.00 |
| | Tensas | \$20.00 |
| Maine | All Counties | \$30.00 |
| Michigan | Alcona | \$20.00 |
| | Alger | \$20.00 |
| | Alpena | \$20.00 |
| | Antrim | \$10.00 |
| | Arenac | \$15.00 |
| | Baraga | \$15.00 |
| | Barry | \$10.00 |
| Michigan (continued) | Benzie | \$3.00 |
| | Berrien | \$10.00 |
| | Branch | \$20.00 |
| | Cass | \$20.00 |
| | Charlevoix | \$5.00 |
| | Cheboygan | \$5.00 |
| | Chippewa | \$5.00 |
| | Clare | \$16.00 |
| | Delta | \$30.00 |
| | Dickinson | \$20.00 |
| | Emmet | \$10.00 |
| | Genesee | \$15.00 |
| | Gladwin | \$12.00 |
| | Gogebic | \$50.00 |
| | Hillsdale | \$20.00 |
| | Houghton | \$40.00 |
| | Huron | \$10.00 |
| | Ionia | \$8.00 |
| | Iosco | \$20.00 |
| | Iron | \$25.00 |
| | Kalkaska | \$5.00 |
| | Kent | \$6.00 |
| | Keweenaw | \$20.00 |
| | Lake | \$10.00 |
| | Mackinac | \$10.00 |
| | Marquette | \$20.00 |
| | Mecosta | \$10.00 |

| State | County | High Court Fee |
|---------------|------------------------------------|-------------------|
| | Menominee | \$15.00 |
| | Midland | \$10.00 |
| | Missaukee | \$5.00 |
| | Montcalm | \$17.00 |
| | Montmorency | \$10.00 |
| | Oceana | \$5.00 |
| | Ogemaw | \$5.00 |
| | Ontonagon | \$30.00 |
| | Osceola | \$10.00 |
| | Oscoda | \$20.00 |
| | Otsego | \$10.00 |
| | Presque Isle | \$5.00 |
| | Saint Joseph | \$1.00 |
| | Sanilac | \$20.00 |
| | Schoolcraft | \$20.00 |
| | Shiawassee | \$10.00 |
| | Tuscola | \$10.00 |
| | Van Buren | \$10.00 |
| | Wexford | \$5.00 |
| Mississippi | Madison | \$10.00 |
| | Tippah | \$2.50 |
| | Perry | \$15.00 |
| Montana | All Counties | \$10.00 |
| Nevada | All Counties (Except Elko) | \$14.00 (\$8.00) |
| New Hampshire | All Counties (Except Hillsborough) | \$30.00 (\$20.00) |
| North Dakota | All Counties | \$10.00 |
| South Dakota | All Counties | \$15.00 |
| Tennessee | Bedford | \$5.00 |
| | Bledsoe | \$3.00 |
| | Carroll | \$5.00 |
| | Claiborne | \$10.00 |
| | Davidson | \$20.00 |
| | Humphreys | \$10.00 |
| | Johnson | \$10.00 |
| | Knox | \$10.00 |
| | Marion | \$3.00 |
| | Moore | \$5.00 |
| | Sequatchie | \$5.00 |
| Vermont | All Counties | \$30.00 |
| Wyoming | All Counties | \$20.00 |

IMPORTANT: Court fees are subject to change without prior notice.
 *State-specific release form required for search.

Education and Employment Verification

According to a study conducted by the Society for Human Resource Management (SHRM), **78% of resumes are misleading**, with education and past employment experience being the most likely information to be falsified or exaggerated. There are several benefits to outsourcing verification of education and past employment to a Consumer Reporting Agency (CRA) like American DataBank:

- Free staff from tedious, time-consuming calls and documentation to focus on hiring and training
- Trained researchers uncover details but only report relevant information from an unbiased perspective
- Fair, compliant treatment of all applicant mitigates the risk of discrimination claims

Please note that some educational institutions and employers outsource records to third party providers. When American DataBank must verify education or employment through a third party, additional fees may be incurred. We pay these fees at the time of verification and pass our costs along to our client.

Driving Records

If a position requires an employee to use either a company vehicle or a personal car for business purposes, his or her driving history should be considered. A Motor Vehicle Report (MVR) will reveal an applicant's: valid licensure, ability to operate a company/personal car, tendency towards accidents, and history of safe – or unsafe – driving.

| State | Anticipated Turnaround | Dept. of Motor Vehicles Fee |
|----------------------|--------------------------------------|------------------------------|
| Alabama | Instant | \$10.00 |
| Alaska* | 24-48 hours | \$10.00 |
| Arizona | Instant | \$6.00 3 Year; \$8 5 Year |
| Arkansas | Instant | \$13.00 |
| California | 24-48 hours | \$2.00 |
| Colorado | Instant | \$2.20 |
| Connecticut | Instant | \$18.00 |
| Delaware | Instant | \$25.00 |
| District of Columbia | Instant | \$13.00 |
| Florida | Instant | \$8.25 (3-yr)/\$10.25 (7-yr) |
| Georgia | Instant | \$6.00 (3-yr)/\$8.00 (7-yr) |
| Guam | 30 Business Days **Additional Form** | \$8.64 |
| Hawaii | 24-48 hours | \$23.00 |
| Idaho | Instant | \$9.00 |
| Illinois | Instant | \$12.00 |
| Indiana | Instant | \$7.50 |
| Iowa | Instant | \$8.50 |

| State | Anticipated Turnaround | Dept. of Motor Vehicles Fee |
|--------------------|---------------------------------------|-------------------------------|
| Kansas | Instant | \$13.70 |
| Kentucky | Instant | \$5.50 |
| Louisiana | Instant | \$18.00 |
| Maine | Instant | \$7.00 |
| Maryland | Instant | \$12.00 |
| Massachusetts | Instant | \$8.00 |
| Michigan | Instant | \$11.00 |
| Minnesota | Instant | \$5.00 |
| Mississippi | Instant | \$14.00 |
| Missouri | 24-48 hours | \$5.80 |
| Montana | Instant | \$7.37 |
| Nebraska | Instant | \$3.00 |
| Nevada | Instant | \$8.00 |
| New Hampshire | Instant | \$14.00 |
| New Jersey | Instant | \$13.00 |
| New Mexico | Instant | \$6.50 |
| New York | Instant | \$7.00 |
| North Carolina | Instant | \$10.00 |
| North Dakota | Instant | \$3.00 |
| Ohio | Instant | \$5.00 |
| Oklahoma | Instant | \$27.50 |
| Oregon | Instant | \$10.00 |
| Pennsylvania* | 10-20 business days | \$12.00 |
| Puerto Rico | 8 Weeks **Additional Forms** | \$19.15 |
| Rhode Island | Instant | \$20.00 |
| South Carolina | Instant | \$7.25 |
| South Dakota | Instant | \$5.00 |
| Tennessee | Instant | \$7.50 |
| Texas | Instant | \$6.50 3 Year; \$7.25 10 Year |
| Utah | Instant | \$11.00 |
| Vermont | Instant | \$18.00 |
| Virgin Island (US) | 30 Business Days **Additional Forms** | 10.50 |
| Virginia | Instant | \$8.00 |
| Washington | 24 hours | \$13.00 |
| West Virginia | Instant | \$12.50 |
| Wisconsin | Instant | \$7.00 |
| Wyoming | Within 48 hours | \$5.00 |

IMPORTANT: DMV fees are subject to change without prior notice.

* State Special Authorization Form Required.

** Disclosure and Release Form Required.

Canadian Driving Records

Canadian MVR now requires a Release Form for ALL Province. Please make sure to provide a Release form.

American DataBank, LLC
 110 16th Street, 8th Floor
 Denver, CO 80202

| <u>Province</u> | <u>Anticipated Turnaround</u> | <u>Fee</u> |
|----------------------------------|-------------------------------|-----------------------------------|
| <u>Alberta</u> | Not available | Not available due to privacy law. |
| <u>British Columbia</u> | 12-15 business days | \$8.50 |
| <u>Manitoba</u> | 10 business days | \$13.50 |
| <u>New Brunswick</u> | 1-3 business days | \$25.00 |
| <u>Newfoundland and Labrador</u> | 7 business days | \$18.50 |
| <u>Northwest Territories</u> | 12 business days | \$15.62 |
| <u>Nova Scotia</u> | 1-3 business days | \$28.00 |
| <u>Nunavut</u> | 12 business days | \$16.12 |
| <u>Ontario</u> | 1-3 business days | \$12.00 |
| <u>Price Edward Island</u> | 10 business days | \$23.50 |
| <u>Quebec</u> | 45 business days | \$15.25 |
| <u>Saskatchewan</u> | 10 business days | \$18.50 |
| <u>Yukon</u> | 10 business days | \$13.50 |

Credit Reports

Employers may use a credit report as part of their employment screening process as long as it is relevant to the position for which the applicant is being considered. Positions that involve financial trust or access to company property or sensitive information might warrant an employment credit check.

States that have passed legislation restricting an employer's ability to use credit reports for hiring decisions include the following: California, Colorado, Connecticut, Hawaii, Illinois, Maryland, Nevada, New York, Oregon, Vermont and Washington. In addition, New York City, Chicago, Philadelphia and Washington D.C. strictly prohibit most employers from using credit histories in employment decisions.

Connecticut, Hawaii, Illinois, Maryland, Oregon and Washington:

The statutes passed by these states include exceptions allowing employers to use credit reports where such information is related to a “bona fide purpose that is substantially job-related.” The exception generally applies to positions involving money-handling or other confidential duties, such as managerial positions that control or direct part of the business, employees who are provided expense accounts or corporate credit cards, and employees who have access to confidential business information.

California legislation outlines additional exceptions:

- A managerial position;
- A position in the State Department of Justice;
- A sworn peace officer or other law enforcement;
- A position for which the information contained in the report is required by law to be disclosed or obtained;
- A position that involves regular access to confidential information such as credit card account information, Social Security Number or Date of Birth;
- A position which the person can enter into financial transactions on behalf of the company;
- A position that involves access to confidential or proprietary information;
- A position that involves regular access to cash totaling ten thousand dollars (\$10,000) or more of the employer, a customer, or client during the workday.

If an employer procures a consumer report for one of the limited exceptions outlined in the statute, it must provide the person for whom the credit report is sought with written notice informing him or her that a report will be requested, the specific reasons for obtaining the report as provided in the statute, and a check box allowing the applicant to request a copy of the credit report at no charge.

Colorado legislation makes exceptions for banks or financial institutions and employers that are required by law to procure credit report information. Employers may also use credit report information if credit worthiness is substantially related to the position and the statute defines substantially related as one of two types of positions:

- 1) Executive or management personnel, officers or employees that constitute professional staff to executive or management personnel involving one or more of the following: sets the control or direction to the business, unit, division or an agency of the business; owes a fiduciary responsibility to the employer; has access to customers', employees' or the employer's financial information; has the authority to make payments, collect debts or enter into contracts; or
- 1) A position involving national security, space agencies of the federal government, contracts with defense or intelligence.

Nevada makes exceptions to allow an employer to request a credit report for the purposes of evaluating employment, promotion, reassignment or employee retention if: The employer believes that the employee or prospective employee engaged in activity that constituted a violation of state or federal law; there is a federal or state law requiring the employer to use credit report information for that purpose; the use of credit report information is "job related" or reasonably related to the position for which the employee or prospective employee is being evaluated for. The "job relatedness" exception is met if the duties of the employee involve:

- Managerial or supervisory responsibility.

- Employment with a licensed gaming establishment.
- Law enforcement or direct exercise of law enforcement authority.
- Access to confidential information.
- Responsibility for financial assets or employment with a financial institution.
- Responsibility or access to another person's financial information.

The law includes a three year statute of limitations and allows for both a public and private right of recovery.

New York City has exceptions for the use of credit reports when:

- Employers required by state or federal law or regulations, or by a self-regulatory organization as defined in Section 3(a)(26) of the Securities Exchange Act to use an individual's consumer credit history for employment purposes;
- Police officers, peace officers, or those in a position with law enforcement or investigative function at the department of investigation (or in certain positions subject to a background investigation by the department of investigation);
- Positions requiring the employee to be bonded by City, state or federal law;
- Positions requiring the employee to possess a security clearance under federal or state law;
- Non-clerical positions having regular access to trade secrets, intelligence information or national security information;
- Positions having 1) signatory authority over third party funds or assets valued at \$10,000 or 2) a fiduciary responsibility to the employer with authority to enter financial agreement on behalf of the employer for \$10,000 or more.
- Positions that allow the employee to modify digital security system that protect employer or client systems or databases.

Vermont has additional exceptions for the use of credit reports when:

- [A credit report] is required by State or Federal regulation;
- The position involves access to "confidential financial information" which is defined as sensitive information of commercial value and the information is entrusted only to certain employees;
- The position of employment is for emergency medical personnel, a firefighter or law enforcement officer;
- The position requires a financial or fiduciary responsibility to clients or the employer, including authority to collect debts, transfer money, enter into contracts, issue payments or has access to employer payroll information;
- The employer is a credit union, bank or financial institution;
- The employer can demonstrate that the credit report information is a valid and reliable predictor of employee performance in a specific position of employment.

Even exempted employers are prohibited from using credit report information as the sole factor in making the employment decision. When obtaining consent, the employer must disclose in writing the reasons for accessing and using credit report information.

If the employer intends to take adverse action based in part on the credit report, they must notify the individual in writing and provide the applicant the opportunity to contest the accuracy of the credit report. This is similar to FCRA requirements.

List of States, Cities, & Counties Having Ban-the-Box Policies

Ban-the-Box laws require employers, as a minimum, to remove questions about conviction history from job applications in an effort to encourage employers to judge applicants on their qualifications first, without the stigma of a record.

The broadest policies don't just remove the "box"; they also require that conviction information be used fairly. These broad regulations, often referred to as Fair Chance Laws, require, among other things, that employers should make individualized assessments instead of blanket exclusions, that employers consider the age of the offense and its relevance to the job, and that candidates should be given an opportunity to review the employer's evaluation process.

Details on current legislation are available from the National Employment Law Project through their state and local Ban-the-Box Guide found at:

<http://www.nelp.org/content/uploads/Ban-the-Box-Fair-Chance-State-and-Local-Guide.pdf>

Set forth below is a partial list of jurisdictions having either Ban-the-Box or Fair Chance Laws:

ARIZONA (no state law)

GLENDALE, AZ
PIMA COUNTY, AZ
TUCSON, AZ

CALIFORNIA (state law)

ALAMEDA COUNTY, CA
BERKELEY, CA
CARSON, CA
COMPTON, CA
EAST PALO ALTO, CA
LOS ANGELES, CA
OAKLAND, CA
PASADENA, CA
RICHMOND, CA
SAN FRANCISCO, CA
SANTA CLARA COUNTY, CA

COLORADO (state law)

CONNECTICUT (state law)

BRIDGEPORT, CT
HARTFORD, CT
NEW HAVEN, CT
NORWICH, CT

DELAWARE (state law)

NEW CASTLE COUNTY, DE
WILMINGTON, DE

FLORIDA (no state law)

CLEARWATER, FL
DAYTONA BEACH, FL
GAINESVILLE, FL
JACKSONVILLE, FL
MIAMI-DADE COUNTY, FL
ORLANDO, FL
POMPANO BEACH, FL
ST. PETERSBURG, FL
TAMPA, FL
TALLAHASSEE, FL

GEORGIA (state policy)

ALBANY, GA
ATLANTA, GA
COLUMBUS, GA
FULTON COUNTY, GA
MACON-BIBB COUNTY, GA

HAWAII (state law)

ILLINOIS (state law)

CHICAGO, IL

INDIANA (no state law)

INDIANAPOLIS, IN

KANSAS (no state law)

KANSAS CITY, KS

TOPEKA, KS

KENTUCKY (no state law)

LOUISVILLE, KY

LOUISIANA (no state law)

BATON ROUGE, LA

NEW ORLEANS, LA

MARYLAND (state law)

BALTIMORE, MD

MONTGOMERY COUNTY, MD

PRINCE GEORGE'S COUNTY, MD

MASSACHUSETTS (state law)

BOSTON, MA

CAMBRIDGE, MA

WORCESTER, MA

MICHIGAN (no state law)

ANN ARBOR, MI

DETROIT, MI

EAST LANSING, MI

GENESEE COUNTY, MI

KALAMAZOO, MI

MUSKEGON COUNTY, MI

MINNESOTA (state law)

MINNEAPOLIS, MN

ST. PAUL, MN

MISSOURI (no state law)

COLUMBIA, MO

KANSAS CITY, MO

ST. LOUIS, MO

NEBRASKA (state law)

NEW JERSEY (state law)

ATLANTIC CITY, NJ

NEWARK, NJ

NEW MEXICO (state law)

NEW YORK (state policy)

BUFFALO, NY

NEWBURGH, NY

NEW YORK CITY, NY

YORK, NY

ROCHESTER, NY

SYRACUSE, NY

ULSTER COUNTY, NY

WOODSTOCK, NY

YONKERS, NY

NORTH CAROLINA (no state law)

CARRBORO, NC

CHARLOTTE, NC

CUMBERLAND COUNTY, NC

DURHAM CITY, NC

DURHAM COUNTY, NC

SPRING LAKE, NC

OHIO (state policy)

ALLIANCE, OH

AKRON, OH

CANTON, OH

CINCINNATI, OH

CLEVELAND, OH

CUYAHOGA COUNTY, OH

DAYTON, OH

FRANKLIN COUNTY, OH

HAMILTON COUNTY, OH

LUCAS COUNTY, OH

MASSILLON, OH

NEWARK, OH

STARK COUNTY, OH

SUMMIT COUNTY, OH

WARREN, OH

YOUNGSTOWN, OH

OREGON (state law)

MULTNOMAH COUNTY, OR

PORTLAND, OR

PENNSYLVANIA (no state law)

ALLEGHENY COUNTY, PA

ALLENTOWN, PA

LANCASTER, PA

PHILADELPHIA, PA

PITTSBURGH, PA

READING, PA

RHODE ISLAND (state law)

PROVIDENCE, R

TENNESSEE (no state law)

HAMILTON COUNTY, TN

MEMPHIS, TN

NASHVILLE, TN

TEXAS (no state law)

AUSTIN, TX

DALLAS COUNTY, TX

TRAVIS COUNTY, TX

VERMONT (state policy)

VIRGINIA (state policy)

ALEXANDRIA, VA

ARLINGTON COUNTY, VA

CHARLOTTESVILLE, VA

DANVILLE, VA

FAIRFAX COUNTY, VA

FREDERICKSBURG, VA

NEWPORT NEWS, VA

NORFOLK, VA

PETERSBURG, VA

PORTSMOUTH, VA

RICHMOND, VA
ROANOKE, VA
VIRGINIA BEACH, VA

WASHINGTON (no state law)

PIERCE COUNTY, WA
SEATTLE, WA
SPOKANE, WA

WASHINGTON D.C. (no state law)

WISCONSIN (no state law)

DANE COUNTY, WI
MILWAULKEE COUNTY, WI

International Verifications Processing

Employers located in the United States (US) often do not understand the requirements for obtaining employment and education background searches from outside of the US. The cost can be much higher than the equivalent US search. Turnaround time is much longer. And the ordering requirements are more onerous. It may be understandable when looking at searches such as International Criminal Records. But the differences in verifications searches may not make sense to an employer. After all, these are all Verifications searches with a school or an employer – the process should be the same.

In this document, we will review the causes of the search differences and look at the general ordering requirements for International Verifications searches. If you don't have time for the whole document right now, skip to [Helpful Hints for Employers](#).

Cost Differences & Turnaround Time Differences

Costs and turnaround times are usually higher for non-US verifications searches, even in countries known for low cost call center operations. Here are the factors that impact International Verifications searches:

- Lack of Databases:** In most countries, databases aggregating multiple employer or school records are either not allowed, access is not allowed for screening purposes, or they simply haven't been built. The support systems for obtaining background screening information are growing globally but are not near the level found in the US. In the US, employment and education verification third party databases exist, which allow for processing at any time of the day or night. Without these databases, the verifications must be conducted manually and are impacted by working hours, productivity, and holidays.
- Lack of Electronic Records at the Source:** The school or employer may not have records in electronic format. Organizations may not have electronic files; requests are processed by searching through paper records. Although this is seen in the United States as well, we see this more often outside of the US.
- Highly Fragmented and Manual Processes:** Especially in developing countries, obtaining a verification, especially an Education Verification may require a physical visit to the source. The exact process to obtain verifications in countries where the level of bureaucracy is high can be complex and can change depending upon who at the source is involved.
- Difficulty Finding Source Contacts:** No single listing of all worldwide employers and schools exists. Significant research may be required to determine the contact information for the source. Websites and telephone numbers may be active for closed organizations. New companies in the location of a closed organization may use the same telephone number.

While candidates often supply contact information, fraudulent verifications are a growing problem worldwide, as they are in the United States. Using the contact information supplied by the candidate as the only source may result in a verification conducted through non-official sources. In some cases, candidates will arrange for a friend to represent the former employer or school and provide an excellent reference, or the source may have been bribed to confirm the verification.

- Source Fees:** The source of the verification may impose a fee to provide the results. This is most often seen in education verifications and frequently seen in India and the Philippines. The fee may vary by the school within the university, and can be subject to change without notice.

Some schools only accept fees in specific ways, for example only by bank check. This adds to the effort and turnaround time to complete the search.

- **Access Limitations:** Globally, holidays are numerous and can be long, spanning multiple days or even a week. Entire countries seem to go on vacation at once. Obtaining verifications in Southern Europe is quite difficult during the summer vacation season. In the US, although schools may operate on reduced staff during the summer, the verification process is also supported by databases such as the National Student Clearinghouse and district offices, which reduces the impact of seasonal delays. Outside of the United States, some schools and employers may only accept verification requests on certain days and/or at certain times or only from a specific person.

Some countries do not have sophisticated phone, voicemail, or email systems. In the Philippines, for example, telephone connections can be unreliable. Phone lines in some regions have been known to disconnect even when the correct number was called. Telephone and fax lines may be shared, making it difficult to transmit faxes when the telephone is engaged.

Ordering Requirement Differences

Requesting an employment or education verification from a screening provider in the US can be very straightforward. The employer is required to have obtained consent from the candidate but usually does not need to provide the consent with the order. The person's name, date of birth, and possibly social security number are required. And of course, information about the verification source – the employer or school name and some geographic references.

International Verifications typically require much more information and supplemental documents. Here is what we typically see for International Verifications:

- **Copy of Consent for Screening:** In the United States, the employer is required to obtain a consent for background screening from the candidate, but rarely needs to send that in with the background search. Background screening companies may audit their customers to confirm the consents are being obtained and held for the appropriate time frame. Very few sources of US background check data require a copy of the consent with the order. The sources may audit the background screener to verify the consents are being properly obtained. Outside of the US, the sources of information often require a copy of the consent for screening before they will release any information. This is especially true for schools and employers. If the source requires it, there is no way around it for the provider.
- **Name in Foreign Characters:** You may need to provide the candidate's name in foreign characters. Some background screening portals will support foreign character data entry. You can also have the candidate print their name on a piece of paper, which is then scanned and uploaded. A copy of an ID may be used to provide the name in foreign characters. However, the ID may contain extra information not needed for the background screening process, and it is best not to require an ID if it is not actually required. Doing so would cause you to over-collect personal information, a violation of many privacy regulations.
- **Copy of Relieving Letter:** This is most often seen as a requirement for India Employment Verifications. There are three different types of letters we see used in India with respect to employment verifications:
 - **Relieving Letter:** The relieving letter formally specifies that an employee is relieved from company. It usually contains the time frame the person worked at the organization. Some will consider this as equivalent to an Experience Certificate / Letter.

- Experience Letter / Service Certificate: The experience letter lists the period that the Candidate has spent in the company. It may contain information like employee code, start date, last working date, designation, and project (if any).
- Reference Letter: These letters are professional references and generally contain information about the candidate's behavior and performance. The reference letter may be issued by the direct supervisor or the Human Resources Department, if specifically 'requested for' by the candidate.

Letters from current employers may be difficult for the candidate to obtain. Some companies, especially larger companies, will require a 45-day notice and will only provide Letters or verifications after this period. The Full and Final settlement (FnF), as it is commonly known, takes 30-45 days with the larger companies.

- **Copy of the Degree, Transcript, or Marksheet¹:** Many schools outside of the United States require a copy of the degree to verify the education. A complaint we often receive in global screening is, *"Why do I have to send you a copy of a person's diploma for an International Education Verification? After all, I'm paying you an exorbitant sum to do the verification, and now you expect me to provide you the result on top of this?"*

Some employers will accept a copy of the diploma from the candidate as their proof of graduation. We caution against this, since it is easy to buy a realistic looking diploma.

Here are the primary reasons why a copy of the degree or diploma is needed:

- **Required by the Source:** First and foremost, a copy of the degree or diploma is required, "because I said so." The school requires this document. They will not conduct a verification without it.
- **Name Confirmation:** Especially with non-Western alphabets, a copy of the degree or diploma will indicate the name the person used during attendance and graduation, which may be very different than the name used during the verification. As an example, the actor Bruce Lee's Cantonese name at birth was Lee Jun-fan (李振藩). He allegedly used the name of Li Yuanjian (李元鑿) when he was a student at La Salle College in Hong Kong.² Even with Western alphabets, a person may now be known by a different name than when they attended the school. Brian (Thurston) Howell may have been known as Brian during his school rugby years in the UK, but now that he is a financial executive and is more interested in hob knobbing on his upcoming cruise on the SS Minnow, he goes by the name of Thurston Howell III.

¹ A Marksheet is like a Transcript but contains less information. A Marksheet is for a year's term and includes a statement of "marks" or grades. A Transcript will list all subjects taken and will indicate the course hours and the grade.

- **School and Unit Confirmation:** The degree or diploma will confirm the specific location and school where the attendance and graduation occurred. Consider how many schools there are in the world that are named John F Kennedy. Having a copy of the degree or diploma will identify the specific school that goes by this name. Many years ago, we processed a verification for an individual who claimed to have graduated from a university in Alexandria, Egypt. Our research did not confirm this graduation, even with a copy of the degree. After a couple of weeks of research following the subject's dispute, it was discovered the degree provided was an English translation of the original. Once we had the original degree, we could determine the correct school within the university and were able to successfully confirm his degree.
- **Navigation of the School's Archiving System:** Some schools require the degree, diploma, Marksheet, or roll number so that they know where to look in their systems. Databases, and even searches of hard copies of records, use a roll number as unique identification, which is why that piece of information may be requested.
- **Fraud Prevention:** The degree or diploma copy may be compared with the school's records to determine if there has been any alteration done to it.

Country Specific Requirements – Education Verifications

- **China:** Normally, a student gets two certificates when they graduate from a 4-year university education. One is the Graduation Certificate (which is like a diploma) and the other is the Degree Certificate. Students can legitimately graduate without obtaining a degree. For example, if they failed major courses, failed a certain number of courses, failed the English-level test, or had regulation violation records at school. If the education is a non-degreed education, such as a 3-year school, then the student would only get a Graduation Certificate, and they would not get a Degree Certificate. There are also situations where a student would only get a Degree Certificate but not a Graduation Certificate. This usually occurs in adult education situations such as part-time MBA education. StarGate will verify both the Graduation Certificate and the Degree Certificate. If a customer sends in only one, we can verify just that one, but the information verified will be more limited.
- **India:** Schools in India often require a copy of the Marksheet in addition to a copy of the degree or diploma. The Marksheet copy may need to display the seat or roll number, which can be found in a variety of places on the document. Further complicating the education verification process in India is the fact that each school will have its own requirements for the verification. These requirements can change depending on the person at the school involved in the verification. Another reason for the degree or diploma copy requirement in India is some colleges are associated with Universities. The degree or diploma is granted by the University and may be verified by the local college or verified by the University. Having a copy of the degree or diploma provides information about the source for the verification.
- **Japan:** The ability and process to conduct the verification will vary by school and even within a school. School requirements frequently change. Here are some of the common scenarios of the process required and results for a Japan Education Verification:
 - The verification may be completed using the supplied information.
 - Additional information or documents may be required, and then the verification will be completed. (ie. Copy of Passport)

- The school will only issue a Certificate if the subject has telephonically confirmed our request.
- The school may issue a Certificate to us but will not verify any Certificate we have received from the subject.
- The school may authenticate a copy of Certification provided by candidates.
- When the school requires a certification fee in "yen", we will not proceed with the order.
- The subject will need to apply for a Graduation Certification. They will need to forward that Certificate to us. Once we have received the Certificate, we will verify it with the school.

For Japan Employment Verification, Japanese employers often decline our request of verifying ones employment history due to Privacy Protection Policy/Act in Japan. It is recommended to provide us a specific supervisor or HR individual's work email address. We also call employers; however, Japan is 14 to 15 hours ahead of US that we often email the employer first.

- **Per School Requirements:** Additional ordering requirements will vary by school and may even vary within the school. The additional ordering requirements may not be known until after the verification has been attempted.

Helpful Hints for Employers

Here are some things employers can do to support successful completion of verifications.

Please ask us about the ordering requirements of your key countries before you place the order for the verification. You can discuss the specific requirement needs with your candidate in advance, which will help the candidate get the information together.

Be on the lookout for notifications from us. You may be asked to provide additional information that was only discovered after the verification was started.

Be patient during holidays. Especially in August and especially in Southern Europe. In Asia, Golden Week is literally a week or more. It's celebrated in Japan from April 29 until early May. In addition, mid-August, most companies are closed for a few days for Obon vacation. China has two Golden Week periods; Chinese New year (January or February) and National Day Golden Week in October. India and Australia have a number of holidays, including multiple day periods. These long holidays will impact the turnaround time since organizations and schools can be completely shut down; no services for verifications are available.

An important part of your employment screening program involves compliance with various laws and regulations, which is why we are providing information regarding screening requirements in certain countries, region, etc. While we are happy to provide you with this information, it is your responsibility to comply with applicable laws and to understand how such information pertains to your employment screening program. The foregoing information is not offered as legal advice but is instead offered for informational purposes only. The provider of this information is not a law firm and does not offer legal advice and this communication does not form an attorney client relationship. The foregoing information is therefore not intended as a substitute for the legal advice of a lawyer knowledgeable of the user's individual circumstances or to provide legal advice. No assurances are made regarding the accuracy, completeness, or utility of the information contained in this publication. Legislative, regulatory and case law developments regularly impact on general research and this area is evolving rapidly. We expressly disclaim any warranties or responsibility or damages associated with or arising out of the information provided herein.

Workers Compensation

The following is Workers Compensation availability and price. Some States require a State Specific form, if so, please contact American DataBank.

| State | Availability, TAT, and Requirement | Cost |
|---------------------|---|---------|
| Alabama (AL) | Not Available | |
| Alaska (AK) | Available 1-2 day turnaround | \$15.00 |
| Arizona (AZ) | Available 7-10 week turnaround; specific release required = Please contact ADB | \$17.50 |
| Arkansas (AR) | Available Generic release (Disclosure and Authorization Form) required | \$20.00 |
| California (CA) | Not Available 08/2012 CA will no longer release information | |
| Colorado (CO) | Available 2-day turnaround; specific notarized release required = Please contact ADB | \$16.00 |
| Connecticut (CT) | Available 1-2 week turnaround; generic release (Disclosure and Authorization Form) required and state conditional job offer | \$15.00 |
| Washington, DC (DC) | Available 1-2 day turnaround | \$15.00 |
| Delaware (DE) | Not Available | |
| Florida (FL) | Available 1-2 day turnaround | \$15.00 |
| Georgia (GA) | Not Available | |
| Hawaii (HI) | Not Available | |
| Idaho (ID) | Available 5-7 day turnaround; specific release required = Please contact ADB; 5-year search on work history | \$15.00 |
| Illinois (IL) | Available 1-2 day turnaround | \$15.00 |
| Indiana (IN) | Available 5-7 day turnaround; generic release (Disclosure and Authorization Form) required | \$15.00 |
| Iowa (IA) | Available 3-5 day turnaround; approximate injury date | \$21.00 |
| Kansas (KS) | Available 1-2 day turnaround | \$15.00 |
| Kentucky (KY) | Available 7-10 day turnaround; generic release (Disclosure and Authorization Form) required | \$15.00 |
| Louisiana (LA) | Available 3-day turnaround; generic release (Disclosure and Authorization Form) required | \$15.00 |
| Maine (ME) | Not Available | |
| Maryland (MD) | Available 1-2 day turnaround | \$15.00 |

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| Massachusetts (MA) | Available 10-day turnaround; generic release (Disclosure and Authorization Form) required | \$20.00 |
| Michigan (MI) | Available 1-2 day turnaround; generic release (Disclosure and Authorization Form) required; records provided from 2005 - present | \$15.00 |
| Minnesota (MN) | Available 30-day turnaround; specific state form required = Please contact ADB | \$15.00 |
| Mississippi (MS) | Available 1-2 day turnaround | \$15.00 |
| Missouri (MO) | Available 3-15 day turnaround; specific release required = Please contact ADB | \$20.00 |
| Montana (MT) | Available Generic release (Disclosure and Authorization Form) required | \$15.00 |
| Nebraska (NE) | Available 1-2 day turnaround | \$20.00 |
| Nevada (NV) | Not Available | |
| New Hampshire (NH) | Available 7-10 day turnaround | \$15.00 |
| New Jersey (NJ) | Not Available | |
| New Mexico (NM) | Available 48 hour-1 week turnaround | \$15.00 |
| New York (NY) | Not Available | |
| North Carolina (NC) | Not Available | |
| North Dakota (ND) | Available 1-2 day turnaround | \$15.00 |
| Ohio (OH) | Available 2-day turnaround; specific state form required = Please contact ADB | \$15.00 |
| Oklahoma (OK) | Available 3-5 day turnaround; specific state form required = Please contact ADB | \$16.00 |
| Oregon (OR) | Not Available | |
| Pennsylvania (PA) | Available 5-10 day turnaround; generic release (Disclosure and Authorization Form) required | \$15.00 |
| Puerto Rico (PR) | Available | \$15.00 |
| Rhode Island (RI) | Not Available | |
| South Carolina (SC) | Available 3-5 day turnaround; generic release (Disclosure and Authorization Form) required | \$25.00 |
| South Dakota (SD) | Available 2-6 day turnaround; generic release required (Disclosure and Authorization Form) | \$35.00 |
| Tennessee (TN) | Available 1-2 day turnaround | \$25.00 |
| Texas (TX) | Not Available | |

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| Utah (UT) | Available 8-12 day turnaround; specific notarized release required = Please contact ADB | \$30.00 |
| Vermont (VT) | Available 1-2 day turnaround; fax job offer with signed generic (Disclosure and Authorization Form) release | \$15.00 |
| Virginia (VA) | Available 1-2 day turnaround; if claim, send notarized form = Please contact ADB | \$40.00 |
| Washington (WA) | Available 5-30 day turnaround; generic release (Disclosure and Authorization Form) required | \$15.00 |
| Wisconsin (WI) | Available Must have injury date and employer name for each injury | \$15.00 |
| Wyoming (WY) | Available 1-2 day turnaround; must have claim number or date of injury | \$15.00 |