



**Pre-hire**

**Objective:** An information service that verifies job applicants' resume data, checks driving records, and examines criminal history to reduce the risk of negligent hiring liability.

**Process:**

- 1) Pay a \$150 Client Setup Fee.
- 2) Order necessary Employee Background Checks and Drug Screens online.

**Administration:** Internet

**Service Fees:**

<ul style="list-style-type: none"> <li>• Academic (\$12.40)</li> <li>• County Civil Records (\$15.45)*</li> <li>• Federal Civil Records (\$10.85)*</li> <li>• Credit Summarized (\$13.40)</li> <li>• Business Credit Summarized (\$26)</li> <li>• Criminal, County (\$17.30)*</li> <li>• Criminal, Federal (\$10.85)*</li> <li>• Criminal, Statewide (\$11.80)*</li> <li>• Criminal, AKA's (\$9.55)*</li> <li>• Employment (\$11.85)</li> <li>• Employment, Regulated (\$11.85)</li> <li>• FACIS Check (\$8.80)</li> </ul>	<ul style="list-style-type: none"> <li>• Global Watch Alert (\$4.90)</li> <li>• Govt. Data Repositories (\$3.65)</li> <li>• Motor Vehicle (\$6)*</li> <li>• National Practitioner Data Bank (NPDB)/Healthcare Integrity &amp; Protection Databank (HIPDB) (\$11.10 for one or \$17.30 for both)</li> <li>• Professional License (15.45)</li> <li>• Professional References (\$14.45)</li> <li>• SSN Trace (\$6.20)</li> <li>• Workers' Compensation (\$11.85)*</li> </ul>
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*\* Some employers and academic institutions charge a fee to access their records. Some counties, states, and federal districts charge a statutory fee to access their records. These fees generally range from \$2.50 to \$16.00.*

**Other Services:**

- Client Setup Fee (\$150)
- Adverse Action Notification (\$4)
- Applicant Calls (\$5)
- Applicant Copy (\$0.95)
- Re-Processing Charge (\$7.25)
- Rush Charges (\$15)

**Drug Screens:**

- Test I – Department of Transportation (DOT) Screen (\$45.35)
- Test II – Non-DOT 5-Panel Screen (\$45.35)
- Test III – Non-DOT 7-Panel Screen (\$45.35)
- Test IV – Non-DOT 9-Panel Screen (\$45.35)