

Pre-Employment Criminal Background Screening

SSN Verification and Aliases

Run SSN verification check using one of several powerful commercial databases in which GLBA/DPPA data is not suppressed and that are available only to licensed professionals.

Verify Address History (at least preceding 7 years)

These same databases provide a complete address history on the subject based on their lifelong consumer activities. We use this history to verify the subject's own provided history to check for omissions or gaps in residential continuity that could indicate periods of incarceration. This also allows us to focus our court search activities on every jurisdiction that corresponds to a known address, again to guard against hidden criminal histories of people that move in order to leave a criminal past behind.

Individual Court Records Searches

Within those known jurisdictions we complete a record search of every court at the municipal, justice, and county levels. All of these records are public records but far from all of them are available in on-line databases. For example, only 153 of 180 courts are included in the Public Access Case Lookup system of our own Arizona Supreme Court central database and most of those are only brief indexes of the case information. Actual case files can only be obtained from the individual courts, some of which also have accessible on-line searches. Pima County's highest court of record, Pima County Superior Court, where all felonies are tried, does not have a complete on-line database. You must retrieve all criminal records and many civil records at the courthouse itself. This is just as true in many other counties across the U.S.

Federal Court Search

We also check the federal court system which is the jurisdiction for inter-state crimes, crimes committed on Indian reservations (of which Arizona has quite a few), and bankruptcy filings. This information is available in another comprehensive commercial database that is, again, only accessible to professional users.

Arizona Driving History

We obtain a Driving History Record with most recent photo from the Motor Vehicle Division, which verifies the subject's identity, five year citation history and the current state of operating privileges (license suspended or active). This is especially important for employers who don't want employees driving between assignments without a valid license or with a history of driving recklessly, whether operating a company vehicle or not.

Conclusions

Finally, we summarize our findings to present a cogent analysis (frequency of offenses, severity, recency) of any legal vulnerabilities to the employer that may expose them to a civil suit. Most everyone has at least some minor court record involving traffic offenses, but interpretive skills come into play, for example, with serious offenses that occurred in isolation long ago, or a lengthy series of speeding citations that aren't remarkable individually but in total indicate inherent recklessness in an employee.

Regulatory Compliance

All of our investigative activities are conducted within the regulatory strictures of the EEOC and FCRA so that, even though you are responsible for abiding by them, you won't have to wonder if you've forgotten some important step along the way during the hiring process.