

# HireRight Guide to Services

## Introduction

HireRight delivers a powerful spectrum of background verification solutions that span the globe. Our flexible, yet advanced, platform makes it easy to order the screening products you need, and makes you look good to your candidates with an award-winning candidate experience.

Many of the world's most innovative and successful organizations trust HireRight for our technologically advanced, industry-leading products and superior customer service.

### KEY BENEFITS

- **Data with integrity**
- **Compliance-driven solutions**
- **Largest number of ATS integrations**
- **Fast turnaround times**
- **Global coverage delivered locally**
- **Experience you can rely on**

## Services

### Criminal Background Checks

#### County Criminal, Felony and Misdemeanor Records Search

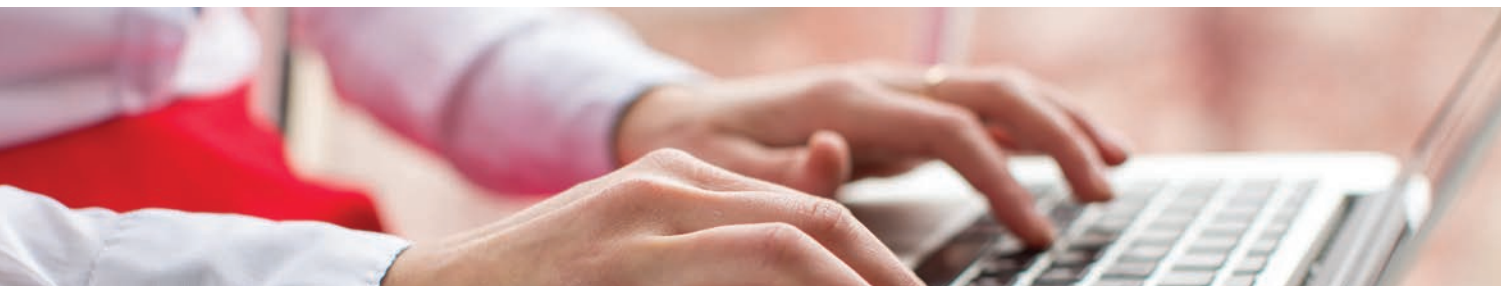
Identifies potential felony and misdemeanor criminal history records by searching county court records in the requested jurisdiction(s) that correspond to the candidate's address history.

#### Widescreen Plus™

Broadens the review of a candidate's criminal history by searching additional databases to locate potential criminal records data. This is a "tip or lead" search that enables organizations to identify additional jurisdictions to search beyond a candidate's known address history and stated work/school locations. Primary source searches are conducted and only records obtained from the primary source are reported.

#### Statewide Criminal Records Search

Reveals a candidate's criminal record history in a specified state, as reported by the available statewide criminal history database.



### **Federal Criminal Records Search**

Identifies whether a candidate has a history of federal crimes, which are prosecuted in the United States District Courts and generally include incidents that violate federal law or occur on federal property.

### **State Sex Offender Registry Search**

Identifies whether a candidate is a registered sex offender by checking the sex offender registry of any one of the 50 states or the District of Columbia.

### **National Sex Offender Registry Search**

Expands the sex offender search by utilizing the National Sex Offender Public Website, which searches sex offender registries of all 50 states, the District of Columbia, Puerto Rico, Guam and many U.S. tribes.

### **County Court Civil Records Search**

May reveal lawsuits, liens, judgements and other types of non-criminal actions in state courts of general jurisdiction, e.g., superior or circuit courts. Searches for civil court records where the candidate is involved as either a plaintiff or defendant in the state court located in the county where the suit was filed.

### **Global Sanctions and Enforcement Check (GSEC)**

Identifies restricted, sanctioned and prohibited individuals by searching a database comprised of information from nearly 1,800 U.S. and international government and regulatory enforcement organizations. Applicable primary public record source searches are conducted on any potential records identified, and only records validated with the primary source are reported.

### **Prohibited Parties Check**

Helps identify individuals who are not allowed to do business in the U.S. or are deemed to be a threat by the federal government. Identifies if an individual may be a known terrorist, specially designated national, narcotics trafficker or other sanctioned individual by searching relevant U.S. databases and watch lists, including the Office of Foreign Asset Control (OFAC) Specially Designated Nationals (SDN) List.

### **Canada Criminal Check**

Conducts a name-based criminal record verification utilizing data from the Canadian Police Information Centre (CPIC), a central national database maintained by the Royal Canadian Mounted Police (RCMP) and used by law enforcement agencies across the country.



## Employment Eligibility

### **U.S. Employment Eligibility Verification: Form I-9 and E-Verify**

Web-based worksheets guide employers and candidates through completion of an electronic Form I-9. Through integration with the USCIS E-Verify system, the solution also offers E-Verify enrolled employers the ability to quickly determine an individual's eligibility to work in the U.S.

## Verifications

### **Education Verification**

Confirms a candidate's credentials by verifying that a degree, certificate or diploma was awarded by an accredited educational institution. Verifications can be conducted worldwide and are obtained either directly with an institution or from its authorized agent. For customers wanting to extend the research time to achieve a higher verification rate, the HireRight Education Verification Plus™ option can be selected upon submission for an additional fee. HireRight Education Verification Plus™ requests will remain open for up to 30 business days.

### **Professional License Verification**

Verifies an individual's professional license with the applicable issuing authority, reveals disciplinary actions (if reported by the issuing authority), and identifies renewal and expiration dates.

### **Employment Verification**

Verifies a candidate's work history, such as company names and locations, dates, positions or titles held along with compensation (if required), directly with former employers or their authorized agents. For customers wanting to extend the research time to achieve a higher verification rate, the HireRight Employment Verification Plus™ option can be selected upon submission for an additional fee. HireRight Employment Verification Plus™ requests will remain open for up to 30 business days.

### **Military Record Verification**

Verifies a candidate's dates of active duty, last duty assignment, rank, and separation information through the U.S. Department of Veterans Affairs, or via a Certificate of Release or Discharge from Active Duty (DD Form 214).

### **Professional Reference Check**

Uses a set of standard, open-ended questions to interview a candidate's former colleagues and coworkers and generates a report based on the responses which can provide greater insight into the individual's professional background.

## Additional Checks

### Motor Vehicle Records Check

Provides the candidate's driving record from the state in which the individual driver is licensed (state of record). Reports the status of the individual's driver's license, license type, endorsements, restrictions, driving violations, suspensions and revocations.

### Credit History Check

Reviews the credit history of a candidate as reported by a U.S. nationwide credit reporting agency; providing information such as account status, accounts in collections, and inquiries by third parties.

### Federal Bankruptcy Search

Reveals a candidate's bankruptcy filings, including pending and previous bankruptcy filings, using the Federal Public Access to Court Electronic Records (PACER) system.

### Social Security Number Validation

Identifies if a Social Security Number (SSN) is valid using information from the Social Security Administration (SSA) and checks the SSA Death Index to help detect anomalies. Note: the SSN Validation check does not confirm that the SSN belongs to the named individual.

### Social Security Number Verification

Verifies that the name and SSN provided by the individual matches by verifying the information directly with the Social Security Administration (SSA).

### Social Security Number Trace

Provides the names and addresses associated with the use of the individual's Social Security Number. This information may be used to conduct additional public records searches within the jurisdictions corresponding to the candidate's address and can assist in detecting an inaccurate SSN.



## Additional Services

### Adjudication

Streamlines the hiring decision process by comparing the employment screening results of the candidate with the organization's pre-defined hiring guidelines. Self-adjudication and managed adjudication options are available.

### Extended Workforce Screening

Helps ensure that members of your extended workforce meet policy requirements by setting the screening standards your vendors must meet.

### Executive Intelligence

Coordinated by a dedicated research analyst, this solution provides a detailed, research focused search and a comprehensive final report when hiring for high-risk or high-profile positions.



## Drug and Health Screening

### Drug Testing

Tests for the presence of illicit drug use with urine or saliva testing. HireRight provides a variety of panel configurations and either lab-based or instant test options.

### Hair Drug Testing

Tests for the presence of illicit drugs with lab-based hair tests, providing an extended detection time and more in-depth analysis of an individual's historical drug use than other drug test methods. Can be added as a standalone product or a supplement to DOT drug testing programs.

### Alcohol Testing

Tests for the presence of alcohol to help determine an individual's potential alcohol use. Several test methods are offered including breath, saliva and blood tests.

### Post-Accident and Reasonable Suspicion Testing

Provides emergency post-accident testing services 24 hours a day, 365 days a year by calling our toll-free number. Staff is immediately available to answer questions, document incidents and schedule exams at a nearby facility or with an on-site mobile collector.

### **Electronic Custody and Control Form (eCOC)**

Offers automated registration during the drug screening process and the ability for program managers to track drug tests throughout the entire process which helps eliminate errors commonly associated with paper drug-testing form management. HireRight offers an extensive network of collection sites that utilize eCOC technology.

### **Physical Exam**

Examines candidates to determine whether they meet physical standard requirements for working in safety-sensitive positions. Qualified medical examiners from a national medical clinic network perform the physical examinations and determine the final results.

### **Medical Questionnaire**

Helps determine whether candidates have known medical issues that may prevent them from performing the requirements of a position prior to scheduling a physical exam. Questionnaires must be narrowly tailored to inquire only about physical or medical information that is specifically and directly related to the position, in accordance with applicable legal requirements. This service is provided in unison with Full Coordination Services.

### **Full Drug & Health Screening Coordination Services**

Provides end-to-end program management, from finding an appropriate testing location for employees to ensuring all necessary paperwork is ready at the testing location, alleviating time spent on extensive drug and health screening coordination details.

### **Occupational Health Services**

Includes a full range of services to meet policy and contract obligations, including: vaccines and titers; vision tests; OSHA respirator questionnaires; pulmonary function tests; chest x-rays; respirator fit tests; CBC differentials; SMA; audiogram; TB-PPD and lift tests.

### **Random Program Management**

Offers random drug and alcohol testing program services for employers who are required to include their safety-sensitive employees in a federally mandated testing program, as well as employers who implement random programs based on company policy. Provides multiple random pool options, and access to view real-time test status on selected employees, as well as historical draw and roster details.





## Transportation Services

### Motor Vehicle Record (MVR)

Identifies the status of a candidate's driver's license, license type, endorsements, restrictions, driving violations, and suspensions. HireRight MVR Standard service returns MVRs from all 50 states (plus D.C.) generally in three to 30 hours. HireRight MVR Express service provides instant access on a real-time basis to 48 states (plus D.C.).

### DAC Employment History File (EHF)

Verifies the past employment of drivers through this participatory database containing more than 6 million records. Acts as an electronic file cabinet for more than 2,500 organizations, storing the employment histories of drivers with a Commercial Driver's License (CDL).



### Commercial Driver's License Information System Plus (CDLIS+)

Helps fulfill the Federal Motor Carrier Safety Administration's (FMCSA) requirement to obtain driving histories on commercial drivers from all states in which a license was held in the past three years. Reports on a driver's current Commercial Driver's License (CDL) and up to three prior CDLs from the CDLIS. Search also includes HireRight's proprietary Multiple License File, which can provide additional state driver's license information if not reported by CDLIS.

### CDLIS+ Complete

Provides Motor Vehicle Reports (MVRs) and/or Pre-Employment Screening Program (PSP) reports automatically based on state license information reported from HireRight's CDLIS+ search. Options include the following automated orders: CDLIS+ to MVR; CDLIS+ to PSP; CDLIS+ to MVR and PSP.

### Driver Monitoring

Checks for new violations, DUI/DWI convictions, invalid licenses, and approaching license or medical certification expirations, where available. HireRight's driver monitoring service, powered by SambaSafety, has direct access to all state licensing agencies and summarizes all recent driver activity into a simple, user-friendly dashboard.

### Drug and Alcohol History Database

Obtain drug and alcohol history information and pre-employment drug test results for drivers with a Commercial Driver's License (CDL) using a database with more than 4 million records provided by more than 2,500 organizations.



### **DOT Compliance History (Manual CDL Employment and Drug/Alcohol History Verification)**

Reports a combined verification on a driver's employment and drug/alcohol history. Includes basic employment verification information and also inquiries into drug/alcohol violation histories and DOT accident histories for DOT regulated positions.

### **Pre-Employment Screening Program (PSP)**

Provides driver records contained in the Federal Motor Carrier Safety Administration's PSP, which includes the most recent five years of crash data (DOT recordable accidents) and three years of roadside inspection data from the Motor Carrier Management Information System (MCMIS) database.

### **DOT Drug Test**

Tests for the presence of illicit substances using a five-panel DOT-compliant drug test and Federal Custody and Control Form (CCF). Satisfies Department of Transportation (DOT) compliance requirements including pre-employment, post-accident, random, reasonable suspicion, follow-up and return-to-duty testing.

### **DOT Alcohol Test**

Tests for the presence of alcohol using a DOT-approved device and DOT Alcohol Testing Form to help determine potential alcohol use. Satisfies DOT compliance requirements including post-accident, random, reasonable suspicion, follow-up and return-to-duty testing. Several alcohol test methods are available, including breath and saliva options.

### **DOT Physical Exam**

Helps organizations support pre-employment, follow-up and periodic examinations and satisfies DOT compliance requirements for an individual with a Commercial Driver's License (CDL). Certified medical examiners from a national medical clinic network perform the physical examinations and determine the final results.

### **Federal Aviation Administration Checks**

Provides the following options: FAA Pilot Accident/Incident Check; FAA Airframe and Power Plant License; FAA Pilot Records Improvement Act (PRIA) Employment; FAA Pilot Records Improvement Act (PRIA) Certification; FAA Department of Transportation (DOT) Drug/Alcohol 2yr and 5yr (Pilot) verifications.



## Healthcare Services

### **Office of the Inspector General (OIG) List of Excluded Individuals/Entities Check (LEIE)**

Identifies if an individual is currently excluded from participation in Medicare, Medicaid and all other federal healthcare programs through a search of the Department of Health and Human Services (DHHS) Office of the Inspector General (OIG) List of Excluded Individuals/Entities (LEIE) for exclusion actions taken by the OIG against individuals.

### **GSA SAM EPLS Check**

Helps determine if an individual is currently excluded from receiving federal contracts, certain subcontracts and certain types of federal financial and non-financial assistance and benefits. Searches the General Services Administration's (GSA) System for Award Management (SAM), which includes the Excluded Parties List System (EPLS), for debarment actions taken by various federal agencies, including actions taken by the OIG, against the individual.



### **Healthcare Sanction Check**

Helps determine if an individual has been sanctioned or excluded from participating in federal and state healthcare programs, and may also identify whether disciplinary action has been taken against the individual by a state licensing or regulatory agency. Various levels of searches are available; the level chosen will determine the scope of information searched. HireRight Healthcare Sanction searches may also be run on a periodic or recurring basis for employees.

### **Healthcare Statewide Criminal Check**

Performs a search of a statewide repository (where available) of criminal history information that may contain records of misdemeanors, felonies, and traffic offenses committed by an individual.

### **National Practitioner's Data Bank (NPDB) Check**

Obtains information about a practitioner regarding payments made on behalf of physicians in connection with medical liability settlements or judgments, as well as adverse peer review actions against licenses, clinical privileges and professional society memberships of physicians and other healthcare practitioners. Only available for organizations that are required by law to search the NPDB.

### **Nurse Aide Registry Check**

Searches the applicable state registry to confirm a nurse aide's credentials and that the aide's certification is in good standing.

### **Adult Abuse Registry Check**

Searches the applicable state registry (where available) to determine if a caregiver has been placed on a registry for abuse, neglect, exploitation or misappropriation of a vulnerable adult. If an individual has been placed on a registry, it is not necessarily an indication that they have been convicted of a crime.

### **Child Abuse Registry Check**

Searches the applicable state registry (where available) to determine if an employee working with children or minors has been placed on a registry for abuse, neglect, exploitation or misappropriation of a child. If an individual has been placed on a registry, it is not necessarily an indication that they have been convicted of a crime.

### **FDA Debarment List Check**

Searches the U.S. Food and Drug Administration (FDA) Debarment List to confirm that an individual has not been barred or precluded from doing research or being involved with biologics, cosmetics, drugs, foods, medical devices, radiation-emitting electronic products or veterinary products.

### **Medical Credentialing Solutions Checks**

Contacts the primary organizations or sources reported by candidates to verify the qualifications and experience of medical professionals including their licenses, education, training, experience, skills and professional reputation.

### **FDA Disqualified/Restricted/Assurance Lists Check**

Reveals persons that may have failed to comply with regulatory requirements for studies or submitted false information to the study's sponsor. Searches the FDA Disqualified/Restricted/Assurances Lists to determine if an individual is restricted from receiving investigational drugs, biologics or devices.



## **Delivering comprehensive, global solutions**

We have superior data sources and experienced professionals to deliver sharper insights.

We help you navigate regulations across industries and borders, with expertise on the ground in over 200 countries and territories.

We help you ensure a seamless applicant experience through best-in-class technology and service.

We constantly invest in the resources and relationships that improve quality and accuracy to empower your business and drive growth.

We are committed to collaboration. To seeing things from your point of view - every time, everywhere.

We set a high bar. Because there's nothing more vital than having clarity and confidence in your hiring and workforce decisions.

**To get it right, get HireRight.**

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## About HireRight

HireRight delivers global background checks, drug testing, employment, and education verification services through an innovative platform to help companies hire the right candidates, so they can grow successfully, and efficiently—no matter their size or where they operate. HireRight offers extensive screening solutions that can be tailored to the unique needs of the organization, giving employers additional peace of mind about their people and vetting processes. HireRight’s platform can be integrated with existing HR platforms, making it easy to use and giving candidates the best possible experience.

HireRight is headquartered in Irvine, CA, with offices across the globe. Learn more at [www.HireRight.com](https://www.HireRight.com).

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