

DURHAM & ASSOCIATES, INC.

1266 W Paces Ferry Road NW, Suite 589 Atlanta, Georgia 30327
Phone: (770) 457 4776 / (800) 975 0865 Fax: (770) 451 7944 / (877) 287 9244
E-mail: info@durham-assoc.com

CUSTOMER INFORMATION

(please submit along with applicant information)

Customer Name: _____

Address: _____

Phone: _____ Home _____ Work _____ Fax _____ E-mail: _____

APPLICANT NAME: _____

PLEASE READ: By submitting the below application, customer agrees to the following: *Durham & Associates* provides customers with information regarding distinct aspects of an applicant's background from a combination of personal, business, and public record sources. The customer agrees to keep all reports strictly confidential. It is understood that *Durham & Associates* will utilize its best efforts to provide accurate and complete information; however, information obtained from available records may at times be inaccurate or incomplete. The customer agrees to hold *Durham & Associates* harmless from any and all legal action as a result of the search request or use of information obtained thereof. Both parties agree that the limit of liability to which the customer can hold *Durham & Associates* liable is the amount of the fee paid by the customer for the specific information in question.

SIGNATURE: _____

SERVICES REQUESTED

_____ \$49 IMMIGRATION & NATURALIZATION SERVICE (see attached for description)

_____ \$99 NANNY BACKGROUND SCREENING PACKAGE (includes the following services)

1. Criminal search in ONE location – state or county search depending on jurisdiction & availability (\$25 each additional location)
(Criminal searches in NY, MA, FL and SC will incur higher costs due to mandatory state fees)

NOTE: We recommend checking criminal records for all locations where applicant has lived/worked for the past 10 years

2. Warrant search (nationwide)
3. Sex Offender Registry check (nationwide)
4. Credit Report
5. Federal Reports (criminal, civil, bankruptcy & appellate search - nationwide)
6. Driving record (one state)
7. SSN verification & address history trace

Locations to check for criminal search: _____ **OR** Check all locations listed on SSN report _____
(Specify one county or one state)

_____ \$15 EACH - REFERENCE, EDUCATION, & PROFESSIONAL LICENSE VERIFICATIONS (please outline on separate sheet)

PAYMENT INFORMATION

Check or Money Order (please make out to Orion Research Services) _____

Credit Card: _____ (please circle) Visa MasterCard Discover American Express

Name on Card: _____

Account #: _____ Exp. Date: _____

By signing below, I authorize Orion Research Services, Inc. to charge my credit card in the amount of \$ _____

Signature: _____ **Date:** _____

NOTE: No information will be released until payment is received.

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NANNY SCREENING ORDER FORM

APPLICANT INFORMATION (please submit along with customer information)

NAME: _____
(first) (middle) (last) (former/maiden names)

CURRENT ADDRESS: _____
street address city/state/zip how long?

PREVIOUS ADDRESS: _____
street address city/state/zip how long?

LIST ANY OTHER CITIES & STATES OF RESIDENCE IN PAST 10 YEARS: _____

TELEPHONE: _____ E-MAIL: _____
home work fax

DRIVERS LICENSE #: _____ STATE OF ISSUE: _____

AUTO INSURER: _____ POLICY #: _____ PHONE #: _____
(if required by employer)

NOTE: The following information is for use as identifying information ONLY & may not be used to discriminate:

SSN: _____ DOB: _____ Race/Sex: _____ Place of Birth: _____

PERMISSION & RELEASE FOR BACKGROUND INVESTIGATION

I, (please print) _____, authorize Durham & Associates, Inc., and their authorized agents, to perform checks on my credentials in any or all of the following areas: criminal history, motor vehicle record, credit history, education, employment and/or professional license verification, workman's compensation records, or any other area deemed appropriate by the customer. According to the Fair Credit Reporting Act, I am entitled to know if employment was denied based on the information obtained, and upon written request to receive a disclosure of the nature and scope of the investigative report from the Customer.

Signature: _____ Date: _____

OTHER INFORMATION

Please list below (or on a separate sheet of paper) any references we will be checking, including personal or employment references, education, or professional license. Please include all pertinent information including names, company, dates of employment, job title, supervisor, name of school, years attended, type of license and state in which issued, and **ALL phone numbers**.

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IMMIGRATION & NATURALIZATION SERVICE

There is peace of mind for those clients who want to conduct background checks through the INS. We are proud to be able to provide this opportunity as part of the pre-employment screening process. Price is \$49.00 per search.

CRITERIA:

Must fax a completed I-9 form. Information required is full name as it appears on the subject's individual ID, serial number, card type (ex: #151 Work Visa), and the subject's date of birth. The most important part of this document is the *date of the I-9*. This must be faxed within 3 days prior to hire or within 3 days from date of hire. The I-9 must be signed by both the employer and employee.

RESULT INFORMATION:

1. **YES** – Authorized to work in the U.S.
2. **NO** – Not authorized to work in the U.S.

INS will not specify why. The reason may be one of the following: Student Visa, Temporary/Permanent Visa Expired, Wrong Number, Wrong Person, Card does not exist.

Average turnaround time is 72 hours.

3. **UNVERIFIED** – INS will request a copy of employee documents and copy of the front and back of their ID card. Once faxed to the INS, they will conduct a manual search which could take 10-14 business days.