



DURHAM & ASSOCIATES, INC.

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

INFORMATION & BACKGROUND SCREENING

Thank you for your interest in our services. Included is information on our pricing and services, as well as general information pertaining to the area of pre-employment screening and background investigation. Employee theft and turnover are a major source of business failure in today's economy, and having a qualified, professional investigation company perform thorough background checks on your job candidates can significantly reduce these costs.

Durham & Associates provides **nationwide** pre-employment screening services to businesses throughout the United States, as well as internationally. We also perform background investigation of individuals and businesses with appropriate purpose. *Durham & Associates* is fully licensed and insured as a private investigative agency, as required by Georgia law. We strive to provide superior customer service and personalized attention to all of our clients, large or small.

We look forward to being of service to you and your business. Give us a call, or simply return the enclosed forms today!

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INFORMATION SHEET FOR PRE-EMPLOYMENT SCREENING SEARCHES

1. **HOW TO SIGN UP** – Please fill out and return the attached service and billing agreement prior to your first order. In addition, if you will be ordering Georgia driving records, we are required by law to have the Georgia DPS Bulk User Certificate on file as well. Please list any promotional specials or volume pricing, you were offered on the billing agreement.
2. **HOW TO ORDER** – We accept orders by fax, e-mail, or via our web site. We do not accept telephone orders. Searches performed for pre-employment screening purposes, or any search requiring a signed release from the applicant, will need to be faxed to us or scanned to your PC and sent as an e-mail attachment to: orders@durham-assoc.com. An FCRA compliant release and separate order form is provided, please use those forms only to make sure of federal compliance regulations. Make sure all information is legible. Also mark clearly the searches you require, and be sure to include the name of your company, a contact name, and appropriate phone and fax numbers. If you have any special instructions, please indicate those clearly on the request. Results will be marked on the order form and any records attached and returned via fax (or e-mail if you prefer, where possible).
3. **WHAT TO ORDER** – Depending on the job position you are filling, we recommend, at a minimum, a thorough criminal felony/misdemeanor background check in locations where the applicant has lived, worked, or gone to school for the past 7 years (this is the industry “standard” in most jurisdictions). This information can be determined from the address history provided by the applicant; however, it is best to have us perform a social security number trace first to obtain the individual’s address history. This determines not only if the SSN is valid, but also if your applicant may be omitting information on his or her application, and to ensure that your screening process is thorough. A credit report should be run if the candidate handles money or has any financial responsibility. It also serves as a good indication of how the candidate handles money and how responsible he or she is with personal finances. If the job position requires the operation of a motor vehicle, a driving record is essential in protecting against hiring negligence from habitual driving offenders. Other searches of interest may include civil records (to search for involvement in lawsuits), federal records (federal level criminal, civil or bankruptcy information), or a nationwide wants/warrants and/or sex offender search. If you have specific needs, please let us know, as will do our best to accommodate all requests.
4. **SEARCH REQUIREMENTS** – Please make sure your search request includes the following information for each subject: full name including any aliases or AKA’s, social security number, date of birth, address history, and signature of the applicant giving authorization for a background check to be done. In addition, if you are ordering driving records, we must have the driver’s license number and state requested. **NOTE:** If you order Georgia driving records, include a photocopy of the driving license with the request. We must verify information from the driver’s license itself. Insure all information is legible and able to read by us. Look at each form before sending and if you can not read all information on the forms you can be sure we can not either. This will avoid delays in processing time and getting results reported to you.
4. **CUT-OFF TIME** – All orders must be received by our office by 4:00 p.m. Eastern Time for processing the same day. Orders received after the cut-off will be processed the next business day.
5. **TURNAROUND TIME** – The average turnaround time for processing most requests is 24 – 36 hours, depending on the type of search requested, and the jurisdiction. We strive to keep all clients informed of any delays; however, feel free to call us at any time to check on the status of an order.

WE LOOK FORWARD TO WORKING WITH YOU. PLEASE LET US KNOW IF YOU HAVE QUESTIONS OR CONCERNS THAT ARE NOT COVERED IN THIS INFORMATION PACKAGE.

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PRE-EMPLOYMENT SERVICE & BILLING AGREEMENT

Company Name: _____ Tax ID/SS#: _____

Mailing Address: _____

Phone: _____ Fax: _____ e-mail: _____

SEND RESULTS VIA: Fax e-mail U.S. Mail CONTACT PERSON: _____

OTHER SPECIAL REQUESTS OR INSTRUCTIONS: _____

BILLING PREFERENCE:

Monthly invoicing to attention of _____, via: Fax e-mail US Mail

Credit card: Visa MasterCard Discover American Express

Account Number: _____ Exp. Date: _____

Cardholder Name: _____ Billing address: _____

SERVICE TERMS: Durham & Associates, Inc. provides companies and individuals with public record information. This information is obtained from a combination of personal, business, and public record sources, and may include but is not limited to criminal, civil or bankruptcy records, credit and financial information, driving records, real estate information, education, military and employment history. Due to the nature of this information, Subscriber agrees to keep all reports strictly CONFIDENTIAL. Subscriber agrees to comply with all provisions of the Federal Fair Credit Reporting Act and other state or federal laws. The Subscriber shall provide any and all affidavits, certifications, and releases that may be reasonably requested in relation to conducting a requested information search. Durham & Associates, Inc., will utilize its best efforts to provide accurate and complete information, however, we are not responsible for any errors or omissions in public record sources. Therefore, Subscriber agrees to accept all information AS IS and to hold harmless Durham & Associates, Inc., its directors, officers, and employees, and all third parties, from and against any and all claims, suits, or actions of every name, kind, and description arising from or in any way related to use of information by Subscriber (or any third party receiving such information from Subscriber). To that end, both parties agree that the limit of liability to which the Subscriber can hold Durham & Associates, Inc. liable is the amount of the fee paid by the Subscriber for the specific information in question.

BILLING TERMS: Subscriber agrees to pay to Durham & Associates, Inc., the applicable charge prevailing for services rendered, as updated periodically through faxed, mailed, or on-line announcements. Subscriber understands that payment is due upon receipt of the invoice. Accounts outstanding over 30 days will accrue interest at 18% per annum, as provided by Georgia law. Service may be suspended on past due accounts at our discretion. Repeated late payment may result in termination of this agreement.

PLEASE NOTE: All discounts will be lost, and regular prices apply, if invoices are not paid within 30 days. This applies to volume discounts, special offers, or other any discount offered. Subscriber is responsible for any collections costs and/or attorney fees incurred by Durham & Associates, Inc., through its efforts to collect on any balance owed by Subscriber. Returned checks will incur a \$30.00 processing fee. A consumer or business credit report may be requested by Durham & Associates, Inc. for Subscribers requesting monthly invoicing. Upon request, Subscriber will be informed whether any consumer credit report was requested and, if so, the name and address of the consumer reporting agency that furnished the report to Durham & Associates, Inc.

By executing this agreement, Subscriber acknowledges and agrees to comply with all terms and conditions set forth in both the service and billing agreements above, and acknowledges receipt of current price lists and ordering policies. I certify that I am authorized to execute this Subscriber Application on behalf of myself and/or the company listed above.

DURHAM & ASSOCIATES, INC.

Authorized Agent

Title: _____

Date: _____

Title: _____

Title: _____

Date: _____

DURHAM & ASSOCIATES, INC.

SERVICE REQUEST SHEET

CLIENT INFORMATION

Company Name: _____

Contact: _____

Phone: (_____) _____ Fax:(_____) _____

Applicant _____

SERVICES REQUESTED

*** PLEASE PRINT CLEARLY ***

___ Social Security Number Trace / Verify

___ Credit Report

___ Motor Vehicle Report: (State & DL #): _____

___ Criminal Records Search: Location(s) ALL FOUND ___ or specify below _____:

State(s): _____

County(s): _____

City(s): _____

Federal: _____

Sex Offender: _____

International: _____

(specify country and location within country (province, region, city))

___ Civil Records Search: Location(s) ALL FOUND ___ or specify below _____:

State(s): _____

County(s): _____

City(s): _____

___ Education Verification

___ Past Work History Verified

___ Substance Abuse Screening

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Notice and Authorization
Pre-Employment Inquiry Release

I hereby consent and authorize *Durham & Associates, Inc.*, (D&A), 1266 W Paces Ferry Road NW, Suite 589, Atlanta, Georgia 30327, (800) 975 0865 to prepare a consumer report including but not limited to obtaining information as to my credit worthiness, credit standing, character, general reputation, credit capacity, personal characteristics and mode of living. This report may include claims involving me in the files of insurance companies and involve personal interviews with sources such as neighbors, friends, associates, past employers and educational institutions. Public records may be used in this report, such as civil and criminal records, driving records, liens, judgments and bankruptcies that are deemed to have a bearing on my job performance.

I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY D&A, TO FURNISH THE ABOVE-MENTIONED INFORMATION.

Upon presentation of proper identification, I have the right to request the nature and substance of all information in your or your agent's files on me, including the sources of information. If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for you to procure consumer reports at any time during my employment (or contract period).

***** PLEASE PRINT CLEARLY *****

Prospective Employer _____

Print Name (Applicant) _____

Maiden Name (or other names used by applicant) _____

Signature _____ Date: _____

Address _____

City _____ Street # _____ Name _____ Apt # _____ State _____ Zip _____

Social Security No. _____

Date of Birth* _____ Gender* _____ Male _____ Female _____

Driver's License No. _____ State of Issue _____

_____ California, Minnesota and Oklahoma applicants only: Please check here to have a copy of your consumer report sent directly to you at the address listed above.

(*) Date of Birth and Gender is requested only in order to verify identity and/or obtain accurate retrieval of records.

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