



Employment

SCREENING PROFESSIONALS

PRODUCTS & PRICING





Thank you for your interest in our employment background screening services.

Whether you are a seasoned professional or are new to the entire process, conducting a thorough background check on a potential new hire is a smart investment for any business, and can never be understated.

Since our inception in 2008, we have implemented and successfully provided direct employment background screening solutions, in order to help our clients minimize risk and maximize results with all of their human resource requirements. By offering quality accurate information, a versatile online presence with our web based ordering platform, responsive customer service, fast turnaround times, and user friendly reports. We provide you with enhanced clarity- so that you can always be confident in all of your of hiring decisions.

Becoming a client is easy – there are no start-up, or monthly service fees. Once you have an employment screening account established with us, you can quickly and easily order background checks from our user-friendly website. You will also be able to view your order history of completed reports, track pending orders, and manage your company account information. Our specialty is to provide you with all the tools you need to create a professional background screening solution.

On average, account setup time takes 1-2 business days. Once we receive your completed paperwork, an account representative will contact you, discuss your screening options, pricing and will lead you through finalizing the verification and completion process.



Our setup consists of a simple 3 step process. So, let's begin...

Select your
Screening Package

Complete Subscriber
Agreement

Review and Sign
Service Agreement



Send To: orders@prescreening.com or Fax: 240-556-0215

Questions? Call us at 301-305-3316



CLIENT ENDORSEMENTS

In order to effectively serve our client's needs, we are constantly striving to exceed their expectations. Here is what they are saying about us:

"Your service has provided us with fast professional background checks that have made our hiring practices less time consuming. Questions are answered promptly and your service has been instrumental in our making successful hiring decisions. We are very pleased with the professionalism and service you provide."

Ryan & Wetmore, PC, Certified Public Accounts & Advisors- Bethesda, MD

"I have worked with ESP for several years and appreciate the fine service his firm provides. I would highly recommend them any organization requiring a thorough background check for potential employees, student clinical sites approval or security clearances."

Clinical Training Institute, Phlebotomy Certification/Healthcare Services, Oxnard, CA, Corporate HQ

"We have been in business for 23 years... We have been very impressed with the professionalism and thoroughness of the reports we receive from ESP. They've gone beyond the call of duty to research a nanny who provided sketchy information. They are now the ONLY company which we trust. We would, without hesitation, recommend ESP to any business serious about improving its quality of service."

A Choice Nanny, MD Division- Nanny & Childcare Placement Agency, Columbia, MD

"One of ESP's best attributes is its promptness in delivering accurate reports. Not only is the screening process thorough...A very cost efficient price package is tailored to particular needs. We have been using ESP's services since 2004 and we have been very satisfied with the results and professional way all of our requests are handled. Thank you, ESP! We look forward to a long and mutually beneficial working relationship with you! "

B&G Regal Domestics, Domestic Staffing Placement Agency, Rockville, MD

"I particularly value both the quality of work and the personal assistance that is available when needed."

Nannies, Inc., Childcare Agency, Annapolis, MD

"We have used Employment Screening Professionals for all of our background checks for years, and have been extremely satisfied with their services. If you would like great service professionals who will take a genuine interest in your company, call ESP."

A Choice Nanny, Nanny & Childcare Agency, Montvale, NJ

The staff from ESP are always willing to explain questions and research without hesitation, any problems or concerns we face with our clients...We have been using ESP for 8 years and are very comfortable with the fact that the information we receive from them is always accurate. We highly recommend them..."

A Choice Nanny, Nanny & Childcare Agency, Tampa, FL

PRE-SET PACKAGE SOLUTIONS

We have designed numerous employment screening options ranging in complexity from our basic screening to our more detailed comprehensive package. These layered pre-set packages cover a broad variety of services and ultimately will match and conform to the majority of classifications in today's competitive job environment.

Let us help you get the best employment screening solution for your company. We can assist you in creating a custom tailored screening package for your business.

QUICKSTART- \$24.99

A simple, low cost screening solution, which is considered a good option as an introductory search.

Package Includes:

- ✓ Social Security Number Trace
- ✓ Address History Trace
- ✓ National Criminal Records Scan
- ✓ USA Patriot Act Search
- ✓ National Sex Offender Registry Scan
- ✓ Electronic Applicant Consent Forms

SIMPLE START- \$34.99

Our secondary level screening option elevates the QuickStart package, by combining it with an Alias Name Search, and adds one county criminal Court search.

Package Includes:

- ✓ Social Security Number Trace
- ✓ Address History Trace
- ✓ National Criminal Record Scan
- ✓ USA Patriot Act Search
- ✓ National Sex Offender Registry Scan
- ✓ Alias Name Search
- ✓ **+1** County Criminal Court Search*
- ✓ Electronic Applicant Consent Forms

STANDARD- \$54.99

This advanced package combines the integrated power of the Simple Start option, by adding both an extended level of identity verification and includes extended coverage by adding a second county criminal court search.

Package Includes:

- ✓ Social Security Number Trace
- ✓ Address History Trace
- ✓ National Criminal Record Scan
- ✓ USA Patriot Act Search
- ✓ National Sex Offender Registry Scan
- ✓ Alias Name Search
- ✓ **+2** County Criminal Court Search*
- ✓ Electronic Applicant Consent Forms

PLUS- \$69.99

Considered to be one of our most popular packages, this option provides more focus on verifying the applicant's identity with an enhanced public record research process. This may uncover additional names/possible aliases used and previous addresses of residence found. By combining the power these tools, which are integrated with a comprehensive multi-jurisdictional criminal record search, a driving record history- an extensive detailed profile can often be revealed.

Package Includes:

- ✓ Social Security Number Trace
- ✓ Address History Trace
- ✓ National Criminal Record Scan
- ✓ USA Patriot Act Search
- ✓ National Sex Offender Registry Scan
- ✓ Multi State- Alias Name Search
- ✓ **+2** County Criminal Court Search*
- ✓ Driving Record History- Motor Vehicle
- ✓ Electronic Applicant Consent Forms

* Court Access surcharges may apply. Varies by location.



Employment Screening Services Menu- Product List

In addition to our Screening Packages, we also offer the option of stand-alone products which have been designed to meet a wide range of screening requirements. These products are designed to be combined as an Add On option, in order to create a custom screening solution.

We will discuss your particular employment screening needs and search volume. Our fees are determined by both search volume and types of searches ordered. You will find that our volume pricing and quality employment screening services make us competitive within the industry.

Please take a few moments to learn more about the services which we provide.

CRIMINAL BACKGROUND SEARCHES	PRICE	AVERAGE TURNAROUND TIME
County Level Criminal Search	\$14.99 (Additional Court fees may apply Click Here)	24-72 Hours
Statewide Criminal Records	Varies By State- Click Here For Pricing	Instant- 2 Days
National Criminal Records Scan	\$18.99	Instant
USA Patriot Act & Terrorist Watchlist Search	\$19.99	Instant- Same Day
U.S Wants & Outstanding Warrants Search	\$14.99	Instant
National Sex Offender Registry- Live Search	\$9.99	Instant- Same Day
Federal District Criminal Court Records	\$19.99	Same Day- 24 Hours
International Criminal Search	Varies By Country- Available Upon Request	Varies By Country

IDENTIFICATION SEARCHES		
Social Security Number Validation With Address History Trace	\$8.99	Instant
US Alias Search	\$8.99	Instant
Multi State- US Alias Criminal Scan	\$14.99	Instant- Same Day
High Risk Address History Search	\$8.99	Instant- Same Day
DRIVING RECORDS		
Motor Vehicle Record- Driver's License History	Varies By State- Click Here For Pricing	Instant- Varies By State
Commercial Driver's License- CDL	Varies By State- Click Here For Pricing	Instant- Varies By State
CIVIL COURT SERVICES		
County Civil Court Search	\$19.99 (Additional County Court fees may apply)	24-72 Hrs.
Federal Civil Court Search	\$19.99	24-72 Hrs.
National Federal Bankruptcy Search	\$19.99	Instant- Same Day
DRUG SCREENING SERVICES- HEALTHCARE SEARCH OPTIONS		
5 Panel Drug Screen (Type: Urine) Add-on Only	Available Upon Request	24-48 Hrs.
10 Panel Drug Screen (Type: Urine) Add-on Only	Available Upon Request	24-48 Hrs.
Patient Abuse Registry Search	\$10.99	Instant
National Provider License Search	\$10.99	Instant
Exclusion, Sanctions, Debarments & Disciplinary Actions	\$10.99	Instant

SUBSCRIBER AGREEMENT

COMPANY INFORMATION

Name of Business:

DBA:

Type of Business:

Address:

City:

St:

Zip:

Phone:

Fax:

Email:

Website:

How did you hear about us?

BUSINESS TYPE:

Sole Proprietorship or Partnership

Corporation

Other

BUSINESS OWNER NAMES(S)

Name:

Phone:

Name:

Phone:

FOR CORPORATE USE ONLY

Officer Name:

Position:

Federal Tax ID:

Dun & Bradstreet #:

PRIMARY CONTACT

Name:

Position:

Phone:

Email:

BILLING INFORMATION

Name:	Position:
Phone:	Email:

PAYMENT METHOD (Please select a billing option)

INVOICE REQUEST- Please invoice my/our company/business and retain the credit card number on file which has been provided, as a guarantee of payment. I also authorize Employment Screening Professionals to charge said card on file **45 Days** from the invoice date, if payment has not been received/satisfied, or alternate payment arrangements have not been made/or agreed upon by both of the parties involved.

CREDIT CARD REQUEST- I authorize Employment Screening Professionals to charge the card provided for services and or products rendered, which I have requested to be performed for/on behalf on my company. Accordingly, please retain the provided credit card on file for all future purchases as payment of products and services rendered. Upon completion of requested transaction(s) please forward me a detailed receipt to the email on record.

CREDIT CARD INFORMATION (please select your card type)

<input type="radio"/> Visa	<input type="radio"/> MasterCard	<input type="radio"/> Discover	<input type="radio"/> American Express
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Name:	Email:
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Billing Address:

City:	St:	Zip:
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Credit Card Number:

Expiration:	CVV: (3 or 4 Digit Security Code on back of card)
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I hereby agree to the terms and conditions set forth in Subscriber Agreement and authorize Employment Screening Professionals, and its agents to charge the card credit card provided for the payment of fees, costs, and expenses which are incurred by the authorized users.

Cardholder Signature:	Date:
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SERVICE AGREEMENT

1. Service

The purpose of this document is to meet the requirements to conduct business with Employment Screening Professionals, a Consumer Reporting Agency ("CRA"). Employment Screening Professionals shall be responsible only for the content of, and the methods of, obtaining the information supplied to the Client in a Consumer Report and not for the usage of that information. The Client agrees to defend, indemnify, and hold Employment Screening Professionals harmless from any and all legal actions, losses, claims, demands, liabilities, causes of action, cost or expenses imposed upon Employment Screening Professionals as a result of Client's utilization of information supplied by Employment Screening Professionals in the Consumer Report.

This agreement of service made between Employment Screening Professionals, hereinafter referred to as the AGENT, agrees to provide to the CLIENT, services for searching and or verifying information pertaining employment screening solutions of certain individuals will include but is not limited to: criminal record searches, consumer credit histories (FCRA complaint) verification of licensing or professional credentials; scholastic achievement verification; motor vehicle records; verification of name; DOB, Social Security number; address; or other pertinent information or reasons, as part of a comprehensive screening process necessary as the protection of the individual being screened and for the CLIENT'S interest and assets.

2. End-User's Certification of Fair Credit Reporting Act (FCRA) Permissible Purpose(s)

End-User hereby certifies that all of its orders for information products from Employment Screening Professionals shall be made, and the resulting reports shall be used, for the following Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq., permissible purposes only: Section 604(a)(2). As instructed by the consumer in writing, and Section 604(a)(3)(B). For employment purposes including evaluating a consumer for employment, promotion, reassignment or retention as an employee, where the consumer has given prior written permission.

End-User certifies to Employment Screening Professionals that the information products it receives will not be used in violation of any applicable federal, state or local laws. End-User accepts full responsibility for complying with all such laws and for using the information products it receives from Employment Screening Professionals in a legally acceptable fashion. End-User further accepts full responsibility for any and all consequences of use and/or dissemination of those products. End-User agrees to have reasonable procedures for the fair and equitable use of background information and to secure the confidentiality of private information. End-User certifies that it has in place reasonable procedures designed to comply with all applicable local, state and federal laws.

If the information products End-User obtains from Employment Screening Professionals are to be used for an employment purpose, End-User certifies that prior to obtaining or causing a "consumer report" and/or "investigative consumer report" to be obtained, a clear and conspicuous disclosure, in a document consisting solely of the disclosure, will be made in writing to the consumer explaining that a consumer report and/or investigative consumer report may be obtained for employment purposes. This disclosure will satisfy all requirements identified in Section 606(a)(1) of the FCRA, as well as any applicable state or local laws. The consumer will have authorized, in writing, the obtaining of the report by End-User. If the consumer is denied employment, or other adverse employment action is taken based in whole or in part on the information products provided by Employment Screening Professionals. End-User will provide to the consumer: (1) a copy of the report, and (2) a description, in writing, of the rights of the consumer entitled: "A Summary of Your Rights under the Fair Credit Reporting Act." After the appropriate waiting period, End-User will issue to the consumer notice of the adverse action taken, including the statutorily required notices identified in Section 615 of the Fair Credit Reporting Act. End-User hereby acknowledges that it has received a copy of the Summary of Rights (16 C.F.R. Part 601, Appendix A) and Notice of Users of Consumer Reports (16 C.F.R. Part 601, Appendix C).

3. Client Responsibilities and Acknowledgements

The Client agrees to adhere to the Fair Credit Reporting Act (FCRA), Drivers Privacy Protection Act (DPPA) requirements, and any other regulations pertaining to access and retrieval of public information. Client understands that it must have a permissible purpose for ordering information. Client agrees to comply with disclosure and authorization requirements to the consumer as required by the FCRA. Client understands and agrees to comply with adverse action procedures required by the FCRA. Client understands the confidential nature of the information being requested and will keep it confidential when obtaining, retaining, using and destroying this confidential matter. Client will comply with all laws and regulations and will not use consumer information in violation of any state or federal law, including Equal Opportunity laws.

4. Adverse Action

Client understands that there are legal requirements and responsibilities when taking adverse action based in whole or part on Consumer Reports. Client understands and agrees to comply with adverse action procedures required by the FCRA.

5. Legal Responsibilities

Client understands that Employment Screening Professionals is not legal counsel and cannot provide legal advice. Client should work with its legal counsel to develop an employment screening program specific to their needs. It is necessary for Client to work with legal counsel to ensure that client’s policies and procedures related to the use of Employment Screening Professionals Consumer Report information are in compliance with applicable state and federal laws.

6. Information Protection

Neither party shall reveal, publish or otherwise disclose any Confidential Information to any third party without the prior written consent of the other party. “Confidential Information” means any and all proprietary or secret data; sales or pricing information relating to either party, its operations, employees, products or services; and, all information relating to any customer, potential customer, Agent, and/or independent sales outlet. The Parties agree to keep this information confidential at all times during the term of this Agreement, and continuing for five years after receipt of any Confidential Information. Notwithstanding anything to the contrary herein, in no event shall Employment Screening Professionals be required to destroy, erase or return any consumer reports or applicant data related thereto in Employment Screening Professionals files, all of which shall maintain as a consumer reporting agency in strict accordance with all applicable local, state, and federal laws.

7. Fees and Payment

End-User agrees to pay nonrefundable fees and other charges for Employment Screening Professionals employment background screening/ check services. Payments not received thirty (30) days after the date of the invoice may cause the account to be placed on temporary interruption, with no additional requests being processed until the balance due is paid in full or arrangements have been made with Employment Screening Professionals Accounts Payable Department. Accounts with invoices unpaid sixty (60) days or more will be assessed an interest charge of 1.5% per month, as allowed by applicable law. If the account goes to collection, End-User agrees to pay all collection expenses, including attorneys’ fees and court costs. End-User agrees that prices for services are subject to change without notice, although Employment Screening Professionals will make every reasonable effort to give notice of such change before it becomes effective.

8. Authorized Representative

Employment Screening Professionals requires this End User Agreement to be signed by an authorized representative of the Client prior to Client being given access to request or receive Consumer Reports. This End User Agreement is checked to insure no modifications have been made to it. This End User Agreement is forwarded to the Compliance Manager for review and Client will not be granted the privilege of ordering or receiving Consumer Reports until approved. Under no circumstances will any changes to FCRA, Federal or State Law requirements be accepted.

This Agreement shall be governed by and construed under the laws of the State of Maryland. This Agreement shall inure to the benefit of and be binding upon the parties and their respective legal representatives, heirs, successors and assigns.

USER certifies that the “Service Agreement” has been read and agrees to the terms as written.

Name:	Title/Position:
Signature:	Date:



Client Ordering Instructions

ESP welcomes the opportunity to serve your employment screening needs. In order to ensure that your requests are given the fullest attention and to make your transition to our firm a pleasant and virtually seamless experience, the following set of instructions are being provided for your convenience in order to answer general questions or concerns and facilitate the standard application process.

Prior to Order Submission: To ensure accuracy and uniformity of your screening requests, please verify that prior to submission of the employment release all vital information including but not limited to: name, address, date of birth, and social security number are accurate and completed to the fullest extent where possible. In addition, for our personnel properly substantiate the legitimacy of the listed employment credential(s), please verify that when requesting employment verifications that all pertinent information, including employer's phone number and address, are clearly denoted on the release. Moreover, all requested academic reference information must be appropriately completed in order to provide the most comprehensive educational reference overview possible.

Once these steps have been accomplished, if required please upload, email or fax a copy of the employment release, along with the completed application, and any applicable special commentary to the provided contact numbers below. Once the application is received, the processing portion commences immediately. In the event that additional information is required to complete a pending application; our staff will contact you to gather pertinent details- which may be necessary for the completion.

The approximate turnaround time for the standard screening package is three to four business days, barring any unforeseen circumstances, or the receipt of a fragmented or incomplete application. Upon report completion, you may expect to receive a comprehensive summary report of our findings within the described time frame via email, unless other arrangements have been negotiated.

ESP prides itself in its ability to provide unparalleled customer service, expedient response and report turnaround times. As a result of this philosophy, we emphasize and maintain a high level of client interaction and encourage an open line of communication for you to effectively manage and enhance your human resource departments.

Should you ever have any questions concerning our services or screening process, please contact Client Services at orders@prescreening.com Thank you.