

CA Licensed
Private
Investigator
#25313 & #24156

EMPLOYMENT BACKGROUND SCREENING SERVICES

Business
Established
in
1997

All employment background checks are NOT the same!

INVESTIGATIVE CRIMINAL BACKGROUND REPORTS

INSTANT NATIONAL CRIMINAL PROFILE

- Multi-State National Criminal • SSN, Address History & Name Verification • Sex Offender National Search • OFAC

BASIC PROFILE

- SSN, Address History & Name Verification • Domicile County Criminal Court Record Search

ESSENTIAL PROFILE (SIX-POINT PRE-EMPLOYMENT BACKGROUND SEARCH)

- Domicile County & Federal Criminal Court Record Search • MVR • Sex Offender National Search • Address History • Social Security Number & Name Verification

FINANCE PROFILE

- ESSENTIAL PROFILE and: TransUnion™ Credit Report • Domicile County & Federal Civil Court Record Search • SEC Administrative Actions Report • Multi-State National Criminal Report • OFAC • Sex Offender National Search

MANAGEMENT PROFILE

- FINANCE PROFILE and: Domicile County & Federal Civil Court Record Search • Academic Verification • Previous Employment Verification • Sex Offender National Search • (SEC Administrative Actions Report not included)

EXECUTIVE COMPREHENSIVE PROFILE

- MANAGEMENT PROFILE and: County & Federal Criminal & Civil Court Record Search from all districts of residence • Corporate Affiliations • UCC Filings • Real Estate holdings • Liens & Judgments • Mini Asset Search • Much more

PROFILES FOR: COURIERS • MEDICAL STAFF • TRUCKING • CARE PROVIDER • TENANTS • VOLUNTEERS

EMPLOYMENT DRUG TESTING

- Nationwide SAMHSA-certified testing labs with GC/MS confirmation and with Medical Review Officer Services included.
- Hair, Urine or Instant Saliva testing for Pre-Employment, Post-Accident, Random and Reasonable Suspicion purposes.

LEGAL RIGHT-TO-WORK VERIFICATION

- Electronic Form I-9 • Instantly verify Legal Right-to-Work status • Secure on-line order entry, retrieval and storage • Notification of expiring work authorization • Digital signatures • No paper forms are necessary • SSN duplication alert

WORKPLACE HARASSMENT INVESTIGATION

- Employee harassment investigation conducted by a Licensed California Private Investigator • Expert Witness testimony

BUSINESS CREDIT REPORTS & DUE DILIGENCE

- Acquire creditworthy customers • Improve collections • Prevent fraud losses • Pre-trial asset and lien identification

NO CONTRACTS • NO MONTHLY SERVICE FEES • NO MINIMUMS

HIRE~SAFE®

A division of Data Research Network, Inc.

8788 Elk Grove Blvd., Suite O Elk Grove, California 95624

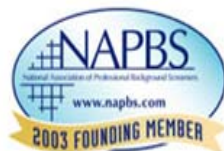
916-226-2550

toll-free: 888-792-4473

fax: 916-226-2552

research@hire-safe.com

www.hire-safe.com



HIRE~SAFE® Background Screening Fee Schedule

INSTANT NATIONAL CRIMINAL SCREENING PACKAGES*

Instant Profile (National Criminal Report, SSN Verification, OFAC, Address History & Sex Offender Search)	\$ 19.00
Medical Staff Profile (Instant Profile plus: Medicare/Medicaid Sanction Report)	\$ 29.00
Transportation Profile (Instant Profile plus: MVR, OFAC & CDLIS Reports)	\$ 39.00
Tenant Screening Profile (Instant Profile plus: State Eviction, MVR & True ScoreCard Credit Summary)	\$ 49.00

COUNTY COURT SEARCH CRIMINAL SCREENING PACKAGES

Basic Profile (Domicile County Criminal Record Search, SSN Verification & Address History)	\$ 24.00
Basic Profile PLUS (Domicile County/Fed Criminal, SSN Verification, Address History & Sex Offender)	\$ 39.00
Essential Profile (MVR, Domicile County/Fed Criminal, SSN Verification, Address History & Sex Offender)	\$ 49.00
Finance Profile (Essential Profile and: Civil County & Federal, Academic & Employment Verifications, Credit)	\$129.00
Management Profile (Finance Profile and: Civil County & Federal, Academic & Employment Verifications)	\$159.00

NOTES: Proper due-diligence for employment criminal record investigation requires that all names and/or counties of record be searched for indisputable accuracy in reporting. The core package pricing can vary based upon the documented need for additional court searches required for the previous seven-year reporting period. These searches will be conducted unless we are specifically instructed otherwise, and additional search fees apply. All Investigative Consumer Reports are performed within strict and complete FCRA compliance.

*All Instant National Criminal Profile database records found with a name and DOB match must be first verified by an onsite county courthouse criminal record search before adverse action is taken, and individual county criminal search prices apply.

ADDITIONAL BACKGROUND RESEARCH

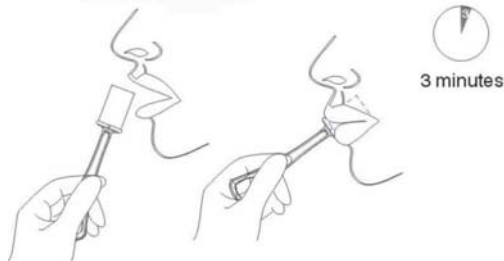
Criminal County Court secondary search <i>per county/per name...includes Federal District Court</i>	\$ 19.00
Civil County Court search <i>per county/per name...includes Federal District Court</i>	\$ 29.00
TransUnion™ Employment PEER Credit Report <i>(with permissible use only)</i>	\$ 19.00
On-Site Inspection to receive TransUnion™ Credit Reports <i>(one-time fee)</i>	\$ 95.00
Liens & Judgments Report	\$ 15.00
Academic Verification <i>per institution</i>	\$ 12.00
Employment Verification <i>per employer</i>	\$ 12.00
Worker's Compensation Report	per state
Form I-9 Advantage <i>(digital document verification for new hires)</i>	\$ 9.00

County, state, academic or employer imposed disbursement fees are extra. All searches are name-based. Prices are subject to change.

DRUG TESTING

5-Panel STANDARD Urinalysis <i>(amphetamines, marijuana, PCP, cocaine & opiates)</i>	\$ 52.00
6-Panel PLUS Urinalysis <i>(ECSTASY & 5-Panel Standard)</i>	\$ 58.50
9-Panel EXPANDED Urinalysis <i>(Benzodiazepines, Barbiturates, Methadone & 6-Panel Plus)</i>	\$ 62.00
5-Panel STANDARD Hair <i>(amphetamines, marijuana, PCP, cocaine & opiates)</i>	\$ 78.00
6-Panel Instant Oral-Fluids <i>(case pack of 25 units = \$565.00)</i>	\$ 22.60
GC/MS Confirmation Test <i>(only for Instant Oral-Fluids Presumed-Positive results)</i>	\$ 39.00
Medical Review <i>(only when necessary for Instant Oral-Fluids Confirmation Test)</i>	\$ 35.00

Instant Oral-Fluids 6-Panel Saliva Drug Test



HIRE~SAFE employment background screening package matrix

	Instant National Profile	Basic Profile	Basic Profile PLUS	Essential Profile	Essential National Profile	Finance National Profile	Management National Profile
CORE PACKAGE PRICE:	\$19.00	\$24.00	\$39.00	\$49.00	\$65.00	\$129.00	\$159.00
SSN Verification	✓	✓	✓	✓	✓	✓	✓
Address History	✓	✓	✓	✓	✓	✓	✓
Identify Alias Names	✓	✓	✓	✓	✓	✓	✓
County Criminal Search (domicile)	optional	✓	✓	✓	✓	✓	✓
Sex Offender Registry Search	✓	optional	✓	✓	✓	✓	✓
Federal Criminal Search (national)	optional	optional	✓	✓	✓	✓	✓
Motor Vehicle Records (MVR)	optional	optional	optional	✓	✓	✓	✓
National Criminal Profile Report	✓	optional	optional	optional	✓	✓	✓
County Civil Search (domicile)	optional	optional	optional	optional	optional	✓	✓
Federal Civil Search (national)	optional	optional	optional	optional	optional	✓	✓
TransUnion™ Credit Report	optional	optional	optional	optional	optional	✓	✓
Patriot Act Compliance (OFAC)	optional	optional	optional	optional	optional	✓	✓
SEC Administrative Report	N/A	N/A	N/A	N/A	N/A	✓	N/A
Academic Verification	optional	optional	optional	optional	optional	optional	one
Former Employment Verification	optional	optional	optional	optional	optional	optional	two

NOTE: Proper due-diligence for employment criminal record investigation requires that all names and/or counties of record be searched for indisputable accuracy in reporting. The core package pricing can vary based upon the documented need for additional court searches required for the previous seven-year reporting period, and any access fees charged by third-party administrators (TPA's). These searches will be conducted unless we are specifically instructed otherwise, and additional search fees apply. All Investigative Consumer Reports are performed within strict and complete FCRA compliance.

All Instant National Criminal Profile database records found with a name and DOB match must be first verified by an onsite county courthouse criminal record search before adverse action is taken, and individual county criminal search prices apply.

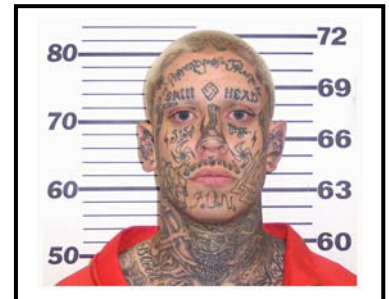
ACCURATE INVESTIGATIVE CRIMINAL BACKGROUND SCREENING

All background checks share some common components to insure accuracy in reporting. The proper due-diligence for employment suitability begins with an accurately developed identification of the candidate. To accomplish this, HIRE-SAFE utilizes first the **Social Security Trace Report** to validate the accuracy of the Social Security Number. From this report other names associated with the number are revealed, as well as the applicant's address history. According to the FBI, 13% of criminals are arrested using an alias name. All of this is the vital first step in order to determine just whom you are actually considering for employment.

Another key component to an accurate identification of the candidate is a verified date-of-birth taken from the state **Motor Vehicle Records (MVR)**. County criminal court records utilize the subjects' date-of-birth as a secondary identifier, which will isolate common-name records effectively. The secondary role of the MVR is to determine behavior while driving which is an indicator of character and respect for common laws. Often arrest warrants are indicated in driving records prior to being posted by the county court system.

With the identification complete, only then are criminal record searches recommended. There are four different formats for locating criminal records within the judicial system, each with their own strengths and shortcomings:

- County Court on-site criminal record searches
- National Criminal Profile database record searches
- Federal Criminal record searches
- Sex Offender Registry searches



The **County Criminal Record** on-site courthouse search is the most accurate method to locate a criminal record. It is within the local county courthouse that all criminal records began their life and where they ultimately will reside. These court records are recognized by the *Fair Credit Reporting Act (FCRA)* as the most recent and accurate information available about a particular case. The documented seven-year address history of an applicant becomes the determiner of which county courthouses need to be searched. There are over 3,600 individual county courthouses across the USA.

The **National Criminal Profile** is a compilation of over 245 million stored criminal records from participating jurisdictions nationwide. These records are obtained from court files, incarceration records, state repositories and other stored proprietary sources, but they do not represent a complete criminal record search as all jurisdictions in the USA do not submit data. Because of this the database criminal record search is not suitable under the FCRA for primary adverse hiring decisions. For compliance, HIRE-SAFE will automatically verify all name and date-of-birth results with an onsite county courthouse record check before the report is completed, and additional search fees will apply.

The **Federal District Criminal Record** searches are often overlooked or bypassed, which is a very short-sighted practice. The state and federal criminal justice systems do not routinely communicate or share data. Failing to provide a federal criminal record search can nullify the legal integrity of the background report in a liability lawsuit, leaving you no protection or value and the background report incomplete.

The **Sex Offender Registry** search is vital resource to identify a violent offender history. To legally utilize these records their county criminal records are requested for compliance in reporting.

Appropriate utilization of these records from licensed professionals is a recognized "best practice" for employment background screening. Only when conducted under the strict guidelines of federal and state laws will an employer have uncontrovertibly demonstrated their legal due-diligence obligation in the hiring process.

- EMPLOYMENT BACKGROUND SCREENING
- DRUG TESTING
- LEGAL RIGHT TO WORK
- HARASSMENT INVESTIGATION
- INTEGRITY ASSESSMENT PROFILES
- BUSINESS CREDIT REPORTS
- LICENSED CA PRIVATE INVESTIGATOR #25313 & #24156

SUBSTANCE ABUSE TESTING PROGRAM

Pervasive in American culture today is the use of illicit drugs in the workplace. This insidious national epidemic robs employers of millions of productive work-hours each year and disrupts employee morale. There can be no upside to illegal drug use by employees.

Poor quality workmanship, increased accidents and absenteeism are only the tip of the iceberg. Even the recreational use of illegal drugs presents a problem, as the effects don't necessarily wear off by Monday morning. Regular drug users are two-and-a-half times more likely to be absent from work, are one-third less productive and are 50 percent more likely to steal from their company. Nearly half of all workers' compensation claims involve substance abuse.

HIRE-SAFE maintains a nationwide network of over 10,000 SAMHSA-certified collection sites through Quest Diagnostics and LabCorp with GC/MS confirmation testing facilities staffed with professional technicians. We are available for Hair, Breath, Saliva and Urine Testing (Pre-Employment, Post-Accident, Random and Reasonable Suspicion). We offer Supervisor Awareness Training and provide consolidated invoicing with all background screening services.

✓ Employment Standard

Urinalysis; 5-Panel (non-DOT & DOT mandated versions)
Amphetamine, Marijuana, PCP, Cocaine & Opiates

✓ Employment Plus

Urinalysis; 6-Panel (non-DOT)
Ecstasy, Amphetamine, Marijuana, PCP, Cocaine & Opiates

✓ Employment Expanded

Urinalysis; 9-Panel (non-DOT)
Benzodiazepines, Marijuana, Amphetamine, PCP, Barbiturates, Methadone, Cocaine, Opiates & Ecstasy

✓ Hair Analysis (non-DOT)

Amphetamine, Marijuana, PCP, Cocaine & Opiates (non-DOT)

✓ Instant On-Site Oral Test

Saliva swab; 6-Panel (non-DOT)
Amphetamine, Marijuana, PCP, Cocaine, Opiates, & Methamphetamine
All *presumed positive* results need to be confirmed by a certified lab.

✓ Instant On-Site Urine Test

Urinalysis; 6-Panel (non-DOT)
Amphetamine, Marijuana, PCP, Cocaine, Opiates & Methamphetamine
All *presumed positive* results need to be confirmed by a certified lab.

✓ Instant On-Site Alcohol Test

Saliva swab (non-DOT)

✓ Random Drug Testing Program: DOT Mandated & non-DOT formats

Urinalysis; 5-Panel
Amphetamine, Marijuana, PCP, Cocaine & Opiates
One-time company consortium enrollment fee.

✓ Supervisor Awareness Training

DOT compliant web-based format with certificate



LEGAL RIGHT TO WORK ELIGIBILITY

The Immigration Reform and Control Act of 1986 (IRCA) legally mandates that U.S. employers must verify the employment eligibility status of newly hired employees and makes it unlawful for employers to knowingly hire or continue to employ unauthorized workers. Noncompliance, whether intentional or caused simply by oversight, has severe legal and financial consequences imposed by the Department of Homeland Security (DHS), as well as the potential of a corporate image tarnished by negative publicity.

We are pleased to announce the availability of a menu of secure, Web-based services that enable you to conduct advanced Form I-9 employment verifications through the Social Security Administration and DHS. Using information on newly hired employees' I-9 Forms, you will be able to verify the accuracy of Social Security numbers, Immigration "A" numbers and I-94 numbers and in real-time obtain employees' legal right to work status through a unique DHS issued verification number.



In addition to Legal Right to Work Verifications, we also offer the following Form Advantage I-9 services:

- An error-detecting electronic Form I-9 that virtually eliminates processing errors and simplifies the document completion process.
- Electronic signature utilizing E-SIGN Act compliant click-to-sign solution.
- Secure, paperless Form I-9 storage, providing anytime, anywhere online access for updating, re-verification and governmental inspection.
- Automated Management Alerts 90, 60 and 30 days in advance of employees' expiring work authorization documents, which enable your employees to renew their work authorizations and legally continue to work without interruption.
- The ability, through our "Add eDocuments" feature, to electronically attach related I-9 documents to employees' electronically stored I-9 Forms.

Our Form Advantage I-9 services will:

- Create a comprehensive and completely paperless I-9 process.
- Provide peace of mind that your new employees' Social Security numbers match and Immigration "A" numbers and I-94 numbers are valid.
- Simplify and improve the efficiency of your Form I-9 process.
- Substantially decrease human errors in completing the paper I-9 Forms.
- Cost effectively reduces your exposure to government audits, financial penalties and negative publicity resulting from non-compliance.
- Improve the accuracy of your payroll and tax reporting and virtually eliminate SSA inquiries concerning unmatched Social Security accounts by identifying current employees with mismatched Social Security numbers.

Digital Form I-9 Advantage Pricing Schedule		
Annual Hiring Rate	Per Form Fee	Set-Up Fee
1-100	\$ 9.00	\$ 50.00
101-200	\$ 8.10	- waived -
201-300	\$ 7.29	- waived -
300-500	\$ 6.56	- waived -
501+	\$ 5.90	- waived -

How to evaluate and select your Background Screening vendor

The use of pre-employment background screening as a hiring tool is regarded as a “best practice” across the USA. Employers have been held legally responsible for the intentional acts of their employees with enormous judgments as a result. Fraud and misrepresentation by job applicants is widespread. It’s just good common sense to know exactly whom you’re giving the keys for the safe to.

Many employers are surprised to discover that the Employment Background Screening Industry is NOT nationally regulated. Consequently, the careful selection of a background screening provider is mission critical to ensure the highest levels of expertise with sensitive-data security for an effective hiring program.

The following twenty questions will enable you to effectively compare and evaluate the many companies that have begun to offer employment background screening.

Background Screening Companies	HIRE~SAFE		
When was your Background Screening business established?	1997		
Are you a licensed investigative agency approved to operate by your state?	YES		
Do you maintain Errors & Omissions / Professional Liability Insurance?	YES		
Can you supply client references?	YES		
Do you have a municipality and/or city license?	YES		
Do you occupy an office in a commercial building?	YES		
Are database searches your primary data source for criminal records?	NO		
Do you normally charge setup or signup fees?	NO		
Do you have minimum purchase requirements?	NO		
Do you require a performance contract for services?	NO		
Are you an Accredited Member of the Better Business Bureau?	YES		
Are you a member of National Association of Professional Background Screeners?	YES		
Are you a member of any professional investigative associations?	YES		
Do you provide FCRA and/or state required documents and forms?	YES		
Can we call your office with questions or to discuss results?	YES		
Can we place orders online at anytime?	YES		
Can we view pending orders and final results online?	YES		
Can we build our own reporting format based upon our specific needs?	YES		
Will we be advised as to the best search components for us?	YES		
Are you a full-service HR provider beyond just background checks?	YES		