

New Client Data Sheet for Non-Profits

BackgroundChecksforVolunteers.com



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Instructions: Please complete this application and return it to True Hire.

Client Information Must list physical address of volunteer organization.

ORGANIZATION NAME	DBA (if applicable)
CONTACT NAME	TITLE
PHYSICAL STREET ADDRESS	CITY, STATE, ZIP
PHONE	FAX
EMAIL	WEBSITE

Accounts Payable Contact

Same as above

CONTACT NAME	EMAIL	
PHONE	FAX	
BILLING ADDRESS (if different from above)		
WHO SHOULD RECEIVE THE BILL?	VIA EMAIL	DO YOU NEED A P.O. REFERENCED?
DO YOU HAVE ANY SPECIAL BILLING REQUESTS?		

*Volunteer organizations that conduct less than 100 background checks annually will be charged to a credit card.

Organization Details

Identify two administrative contacts of your organization:

Approximately how many applicants/volunteers do you plan to screen per month? _____

How many members do you have? _____

Bank References

BANK NAME	LOCATION	
NAME ON ACCOUNT	ACCOUNT NUMBER	CONTACT NAME

Background Check Services Requested

Choose your Package:

<input type="checkbox"/> Basic Package \$9.99 (Social Security Number Validation, Address History Report, National Identifier Criminal Search, & National Sex Offender Search)	<input type="checkbox"/> Standard Package \$18.99 (Includes everything in the Basic Package, plus... Single County Criminal Search)	<input type="checkbox"/> Expanded Package \$39.99 (Designed for Staff & Employees. Includes everything in the Basic and Standard Packages, plus... All Counties Criminal Search in the Past 7 Years, Education Verification, & Employment Verification)
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Maiden Names:

True Hire sometimes locates maiden names and other names that an applicant has recently used while conducting the Social Security Trace. Since Criminal Records are kept by name, it is important to search any additional names used within the past 7 years. Additional charges per name will apply. Please initial indicating you understand True Hire's policy regarding additional names.

Initial Here

X _____

Super Administrator User Info This account will have full privileges for requesting background checks.

NAME	PHONE	FAX	EMAIL
(OPTIONAL) USER ID (min.. 6 characters)	PASSWORD (min. 6 characters)	SUPER ADMIN PRIVILEGES: Add Requests, View Results, View Daily Status Reports, Admin Functions	

Additional Requestors/Users Please list all other people that will be requesting background checks.

(1) NAME	PHONE	FAX	EMAIL
(OPTIONAL) USER ID (min.. 6 characters)	PASSWORD (min. 6 characters)	ALLOW USER TO (check all that apply): <input type="checkbox"/> Add Requests <input type="checkbox"/> View Results <input type="checkbox"/> View Daily Status Reports <input type="checkbox"/> Admin Functions	
(2) NAME	PHONE	FAX	EMAIL
(OPTIONAL) USER ID (min. 6 characters)	PASSWORD (min. 6 characters)	ALLOW USER TO (check all that apply): <input type="checkbox"/> Add Requests <input type="checkbox"/> View Results <input type="checkbox"/> View Daily Status Reports <input type="checkbox"/> Admin Functions	

Method of Request/Delivery of Reports

Request

<input type="checkbox"/> Web	<input type="checkbox"/> Fax
<input type="checkbox"/> Email	<input type="checkbox"/> Mail

Delivery

<input type="checkbox"/> Web	<input type="checkbox"/> Fax
<input type="checkbox"/> Email	<input type="checkbox"/> Mail

Service Information In order to service the account the best way possible please ask the following questions.

If delivering reports via fax, is the fax line secure?

Yes No If no, Please indicate instructions: _____

Have you read and understand the Fair Credit Reporting Act and how it relates to background checks?

Yes No

Other Please list anything else that you would like to address:

Pricing Please initial below after reading.

Physical Inspection - Required only if you are pulling credit reports.

The FCRA and credit reporting agencies require True Hire to conduct a Physical Inspection on privately-held clients to ensure that the entities we are providing private and/or confidential information to are legitimate businesses with a permissible use for the information (pre-employment screening is a permissible use under the FCRA). This Physical Inspection is required. The cost of the inspection is \$175, and it is normally completed within three business days upon receipt of the User Agreement. This requirement is for companies pulling credit bureaus.

Research Fees - County Felony & Misdemeanor Searches

There are court fees charged to True Hire for access to different Court records in particular counties across the USA. We pass these fees along as incurred. Any fee added to a search is the direct cost of information as incurred by True Hire and is passed through. County Court Access Fees – less than 15% of approximately 10,000 court jurisdictions across the country charge an access fee, typically \$5.00-\$15.00. See Court Access Fee attached.

New York Office of Court Administration - County Felony & Misdemeanor Searches

Approximately 16 counties in New York participate in the OCA program, which charges a fee for direct access to individual county criminal history records. Criminal history records in these counties are only accessible through the OCA, which charges \$55.00 for a search. Counties currently accessible only through the OCA which will incur this fee are: Allegany, Bronx, Cayuga, Chemung, Cortland, Delaware, Fulton, Hamilton, Kings, Montgomery, Nassau, New York, Orleans, Putnam, Queens, and Richmond. The list of participating counties is subject to change.

State MVR Fees - Driving Record Requests

Each state charges a fee for Motor Vehicle Record research. The fees range from \$2.00 (CA/OH) to \$19.50 (RI). You will be charged a state fee for each Driving Record requested. See attached MVR Fee List.

Third Party Employment/Education Verification Systems - For Verifications

Some employers and educational institutions outsource verifications to 3rd party providers, which typically charge \$5.00-\$18.00. You will be billed for the fee that True Hire is charged, there is no markup.

AKA's and Maiden Names - For All Background Check Requests

There will be additional charges for people disclosing maiden names or AKA's, or when names are found on the social security trace.

I have reviewed the applicable court access, state MVR, NY OCA, and 3rd party research fees and understand that I will be billed for them when they occur. A list of these fees can be found attached also understand and agree that the package checked above will be my default package at the rate listed above.

Initial Here X _____