



SAMPLE

PRE-EMPLOYMENT BACKGROUND CHECK

Prepared For:

CHILDCARE EMPLOYER

By:

www.NannyBackgroundCheck.com

01.01.2010

CONFIDENTIALITY STATEMENT

The contents of this investigation are regulated by federal and state hiring laws. FCRA, DPPA, FACT ACT and state hiring laws govern pre-employment screening. If you have questions about your responsibilities under the law, S.D.S., Inc. recommends you consult with a qualified employment attorney.

Confidential



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www.NANNYBACKGROUNDCHECK.com

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PRE-EMPLOYMENT BACKGROUND INVESTIGATION

Warning

The information contained in herein should not be the sole determining factor in evaluation of the individual. The report meets all guidelines set forth by the Fair Credit Reporting Act; it is to be held in strict confidence and may be revealed only to those whose official duties require the information in relation to which this report was ordered, except that which is required by law. Federal law prohibits employment discrimination based on age, gender, race, ethnicity, national origin, disability, handicap, health or medical condition. Any such information contained in a report (including date of birth) is for identification purposes only. SDS has followed all reasonable procedures to assure maximum possible accuracy and completeness of the information. SDS Inc. does not warrant the completeness or correctness of this report or any of the information contained herein. Some records maintained by federal, state, local and private sources might contain errors or omissions. SDS, Inc. is not liable for any loss, damage or injury caused by the negligence or other act or failure of SDS Inc. in procuring, collecting or communicating any such information. Reliance on any information contained herein shall be solely at the user's risk and shall constitute a waiver of any claim against, and release of SDS Inc. This report is furnished in strict confidence for your exclusive use for legitimate business purposes and for no other purpose and shall not be reproduced in whole or in part in any manner whatsoever. If the applicant disputes the accuracy, or an error is discovered please contact us immediately to initiate a re-investigation of the information. If adverse action is taken based on the results of the report, pre and post notifications are required per the FCRA. Results have been truncated to ensure data security. Discrepancies will be noted on the report. Effective 6.01.05 the FTC and FACT ACT requires all consumer reports to be discarded using reasonable measures. For more information please see FACT ACT and the rule concerning consumer reports.

Client: 1. Type: FAMILY <input type="checkbox"/> AGENCY <input type="checkbox"/> APPLICANT <input type="checkbox"/>	2. Order Type	3. Requested by	4. Control # Report ID/Empl ID
	5. SDS client code	6. Date requested/Method	7. Status: Complete/Returned

Applicant Supplied Information					
8. Applicant's last name	9. First name	10. Middle	11. AKA/Other	12. DOB	13. Social Security

Residence Information (Applicant Provided)				
Present	14.	15.	16.	17.

Social Security No.	Status	Issue Date-State	SS Death Claim Filed	Notes
18.	19.	20.	21.	22.

SS Trace	File Name Variations	Reported Addresses/County/Rpt Date
23.	24.	25. 26.


County Criminal Court (Felony/Mis)

27.	RESULTS: Case No: Jurisdiction: File Docket: Sentence: Charge Class: Offense: Sentence: Fine: Disposition Date: Disposition: Release:	Court Name: Court Type: Arresting Agency: Date of Arrest: Date of Offense: Probation: Race: Sex: DOB: Height: Weight: Hair: Eye:
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Federal District Court Criminal Search

28.	RESULTS: Case No.: Jurisdiction: File Docket: Sentence: Charge Class: Offense: Sentence: Fine: Disposition Date: Disposition: Release: Court Name:	Court Type: Arresting Agency: Date of Arrest: Date of Offense: Probation: Race: Sex: DOB: Height: Weight: Hair: Eye:
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Nanny Clearinghouse Database

<p>NANNYBACKGROUNDCHECK.COM (CR)</p> <p>2000 through 2009</p> <p>NOTES: IN-HOUSE DATABASE IS COMPRISED OF PREVIOUSLY ORDERED CHILDCARE BACKGROUND INVESTIGATIONS WHERE CRIMINAL RECORDS HAVE BEEN IDENTIFIED.</p> 	RESULTS: Case No: Jurisdiction: File Docket: Sentence: Charge Class: Offense: Sentence: Fine: Disposition Date: Disposition: Release:	Court Name: Court Type: Arresting Agency: Date of Arrest: Date of Offense: Probation: Race: Sex: F DOB: Height: Weight: Hair:
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DMV Record

LICENSE NUMBER	D.O.B.	SEX	HGT	WGT	EYES	HAIR	RACE	SOC.SEC	DONOR
29.	30	31	32	33.	34.	35.	36.	37	38

CLASS	ORIG.ISSUED	ISSUED	EXPIRES	LIC TYPE
39.	40.	41.	42.	43.

STATUS	BOATCLASS	RESTRICTIONS	ENDORSEMENTS	POINTS
44.	45.	46.	47.	48.

REINST DATE	PRIOR STATE	PRIOR DL#	PRIOR DL STATUS	C.D.L.ISSUED	C.D.L.STATUS
49.	50.	51.	52.	53.	54.

SECONDARY LIC.	NON-RESIDENT MILITARY	OTHER STATE LIC.	OTHER STATE
55.	56.	57.	58.

MISCELLANEOUS AND STATE SPECIFIC INFORMATION

59.	DRIVING RECORD HISTORY
60.	

EDUCATION VERIFICATION

61.	Institution	62.	Type
63.	Address	64.	Phone
65.	Applicant Supplied Major/Minor/Degree	66.	Institution Verified Major/Minor/Degree
67.	Applicant listed Dates of Attendance/Degree	68.	Institution Verified Dates of Attendance/Degree
69.	Date verified	70.	Verified with
		71.	Position

72. Automated System Institution has non-disclosure policy known diploma mill

Notes: 73.

Case Synopsis: Other recommended searches or information which may require further review

✓ 74.	
✓ 75.	

Report Legend:

 **RED FLAG = DEROGATORY INFORMATION**

RED LETTERS = INFORMATION THAT MAY BE DEROGATORY (MAY REQUIRE APPLICANT EXPLANATION OR FURTHER INVESTIGATION)

Internal Report and Vendor Codes

Criminal Vendor ID:

State Criminal: N/A

DMV:

If you have any questions about this report, or would like additional searches please feel free to contact us:

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 Web: www.nannybackgroundcheck.com or www.nannybc.com



END INVESTIGATIVE REPORT

*A Summary of Your Rights
Under the Fair Credit Reporting Act*

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old, ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.

FOR QUESTIONS OR CONCERNS REGARDING:	PLEASE CONTACT:
CRAs, creditors and others not listed below	Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 202-326-3761
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743

Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

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Frequently Asked Questions

Background Screening Report

1. What does the search box SS Death Claim mean?

The social security death index is a federal database that is queried to check to make sure the provided number has not been reported to the social security administration as deceased. Applicants purchasing social security numbers on the black market have been known to use social security numbers of deceased individuals for fraudulent purposes.

2. What do the dates, addresses and names mean in the social security trace?

Identity verification is a good initial query in any background investigation. It helps to assure that your applicants' are presenting their true identity. Using chronological information from consumer reporting agencies other national databases, the trace displays names and aliases associated with the SS#. Frequently, a social security trace may return additional names or addresses associated with the number. There are many reasons an additional name or alias may appear: A change of name due to marriage, a data entry error, a co-signer/relative on a joint application (tenancy, home loan, car loan etc.), or may indicate the possibility of ID theft. The employer should question the applicant to ascertain if the applicant is familiar with the undisclosed names or aliases. If the applicant has or claims to have no knowledge of the name (s), the applicant needs to check their credit reports. Note: The SS trace is not an official review of governmental records, most of the information returned is the result of data collected by private firms including major credit bureaus.

Employers with a business tax identification number may check the social security number with the SS Administration to verify the name matches with the SS records 1 800.772.6270 -- Tax Id required.

3. What is the NannyClearinghousesm?

The Nanny Clearinghousesm is an in-house database that was created in 2002 by S.D.S., Inc. solely for the childcare screening demographic. The purpose of the database was to consolidate derogatory applicant data from previous childcare background checks. The data consists of the names and identifiers of former childcare workers, applicants and people known to live or work around children that have specific disqualifying criminal histories.

4. The SS# our applicant provided came back invalid - ITIN. What does this mean?

Frequently an applicant will provide an invalid number by error or to make it appear they have a valid SS number by providing an ITIN. An Individual Taxpayer Identification Number is assigned by the IRS to non-resident taxpayers or resident foreign nationals who are not eligible for a US social security number. It is necessary to apply for an ITIN by filing Form W-7. An ITIN is also required for non-resident or resident foreign national spouses and dependents listed on a US tax return. IRS issues ITINs to foreign nationals and others who have federal tax reporting or filing requirements and do not qualify for SSNs. A non-resident alien individual not eligible for an SSN, who is required to file a U.S. tax return only to claim a refund of tax under the provisions of a U.S. tax treaty, needs an ITIN. Examples of individuals who need ITINs include:

- Non-resident alien filing a U.S. tax return and not eligible for an SSN
- U.S. resident alien (based on days present in the United States) filing a U.S. tax return and not eligible for an SSN
- Dependent or spouse of a U.S. citizen/resident alien
- Dependent or spouse of a non-resident alien visa holder

The ITIN format is similar to a social security number (xxx-xx-xxxx) however the first digit is usually a "9". Criminals and wanted persons frequently use social security numbers of the deceased or young children in order to conceal their identity. Employers need to be aware and proficient in detecting fraud and fraudulent documents.

5. The report indicated the applicant plead "NO CONTEST" on the criminal record. What does this mean?

There are three possible pleas to a criminal charge - guilty, not guilty and "nolo contendere" or "no contest." A plea of "no contest" means the accused doesn't contest the charges. While a "no contest" plea isn't an admission of guilt, it does allow the court to impose a sentence on the accused. In practical effect, there's no significant difference between a "no contest" plea and a guilty plea.

Like a guilty plea, a "no contest" plea waives constitutional rights, including the right to trial by jury and to confront the witnesses against the accused. And unless there's some sort of agreement for a deferred adjudication, the court may sentence the accused on a "no contest" plea as if they pleaded guilty, and they'll have a record of conviction.



Invoice

SDS Case No: 01 NB/
 Client Case No: s/a/a

SDS INC.
 ph 1.866.228.3967 x101
 fx 480.794.1473
 www.nannybackgroundcheck.com

Date	Invoice #

Bill To:

Quantity	Description	Rate	Amount
SAMPLE			
	PAID VIA CC Charge appears as Strategic Data Source, Inc., AZ TAX DEDUCTIBLE HIRING EXPENSE <input type="checkbox"/>		
	30 60 90 120	Total	

A finance charge of 1.5 % per month will be charged for accounts 30 days past due.

Amex, Master Card, Visa, Discover No. ON FILE Exp _____

Billing Address _____

Signature _____ Date _____





NannyBackgroundCheck.com Recommended Childcare Resources:

Payroll Household Employer Accounting Software:



Your Company Here!! 1 company per service!

Ad a discount code to increase sales and track progress!

Internet Based Surveillance Systems:



PHOENIX SURVEILLANCE
COMPANY

Pre-employment Screening Written Assessments/Tests:

OPEN

Other Miscellaneous Childcare Services:

OPEN

Pre-employment Screening Glossary

Acquittal

The legal certification of the innocence of a person who has been charged with a crime.

Adulterated

A substance that is not expected to be present in human urine that is identified in the specimen. A substance that is expected to be present in human urine is identified at a concentration so high that it is not consistent with human urine. The physical characteristics of the specimen are outside the normal expected range for human urine. Examples: Nitrates, Chromates, Hydrochloric Acid, Bleach, Agents that affect pH.

Adversary Proceeding

A lawsuit within a bankruptcy case.

Affidavit

A written statement of facts signed and sworn to in front of a notary or other qualified person.

Alcohol Use

The drinking or swallowing of any beverage, liquid mixture, or preparation, including any medication, containing alcohol.

Appeal

A request by either the defense or the prosecution that a case be removed from a lower court to a higher court in order for a completed trial to be reviewed by the higher court.

Arbitration

The process of resolving a dispute or a grievance outside of the court system by presenting it to an impartial third party or panel for a decision that may or may not be binding.

Arraignment

The formal appearance of an accused person to hear the charges against them in the presence of a judge, and then to enter a plea.

Arrest

To detain someone in legal custody.

Bail

Money or personal recognizance placed as security with the court in order to guarantee that the person who has been arrested will appear in court at the proper time.

Bankruptcy

Bankruptcy is a legal procedure designed to protect a person who is unable to pay his/her bills. Once a person files a bankruptcy petition, creditors are stopped from continuing to collect on debts until the Court has sorted them out.

Breath Alcohol Technician

A person who instructs and assists employees in the alcohol testing process and operates an evidential breath-testing device.

Change of Venue

The movement of a case from the jurisdiction of one court to that of another court which has the same subject matter jurisdictional authority but is in a different geographical location.

Chapter 13

This is a "reorganization" or "debt adjustment." bankruptcy. This type of bankruptcy allows a person to pay debts, or parts of debts, from current income over a period of up to five years.

Chapter 7

A "straight" or "liquidation" bankruptcy. It allows a person to discharge his/her debts through a liquidation of his/her assets. Some types of debts cannot be discharged through bankruptcy. These include alimony, child support, and certain taxes.

Charge Off

Unpaid balance reported as a loss by credit grantor.

Citation

Any notice, ticket, or other official document issued by a police officer for a minor offense containing an order to appear in court at a particular time and place to answer to the charges stated.

Collection Account

Account has been assigned to a collection agency

Collector

A person who instructs and assists employees at a collection site, receives and makes an initial inspection of the specimen provided by those employees and initiates and completes the custody and control form (CCF).

Commercial Driver's License (CDL)

A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle

- a) Has a gross combination weight rating (GCWR) of 26,001 pounds or more inclusive of a towed unit, with a gross vehicle weight or more than 10,000 pounds; or
- b) Has a GVWR of 26,001 pounds or more; or
- c) Is designed to transport 16 or more passengers, including the driver; or
- d) Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and is required to be placarded under the Hazardous Materials regulations (49 CFR part 172, subpart F).

Community Service

A sentencing alternative in which offenders work without monetary compensation at public or private nonprofit agencies in the community.

Community Supervision

Classification with unrestricted day and night movement and full access to jobs and programs.

Complaint

A formal written accusation made by a person, usually a prosecutor, and filed in a court alleging that a specific person has committed a specific offense.

Compromise with Creditors

An arrangement between consumer and credit grantor to accept a lesser amount of the original balance as payment. Trade line remains on credit report for 7 years from the date of the initial missed payment that led to the delinquency.

Concurrent Sentence

A sentence that is one of two or more sentences imposed at the same time. After conviction, all or part of each term is served simultaneously. Contrast with consecutive sentence.

Conditional Release

Release in which a correctional system or other criminal justice entity maintains some supervision over the releasee for a specified period of time. Typically, it includes parole, supervised mandatory release, and supervised work furloughs.

Consecutive Sentence

A sentence that is one of two or more sentences imposed at the same time, after conviction. The sentences are served in sequence. Contrast with concurrent sentence.

Consent Decree

A court judgment in which both parties agree to work out the terms of the settlement subject to court approval.

Consortium/Third Party Administrator (C/TPA)

A service agent that provides or coordinates the provision of a variety of drug and alcohol testing services to employers. C/TPAs typically perform administrative tasks concerning the operation of the employers' drug and alcohol testing programs. This term includes, but is not limited to, groups of employers who join together to administer, as a single entity, the DOT drug and alcohol testing program of its members. C/TPAs are not "employers" for purposes of this part.

Continuance

The cessation, interruption, or adjournment of a proceeding until a future date.

Controlled Substances

For the purpose of these guidelines, the terms "drugs" and "controlled substances" are interchangeable and have the same meaning. The DOT is testing for the following five controlled substances: marijuana (THC), cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamines).

Conviction

The formal decision of a criminal matter which finds the accused guilty. It is the finding of a judge or jury, on behalf of the state, that a person has, beyond a reasonable doubt, committed the crime that they were accused of.

Credit Bureau

Credit bureaus are private companies that gather and sell consumers credit histories, including bankruptcy and tax lien data, to credit-grantors such as banks or credit-card companies. The 3 major credit bureaus are Equifax, Experian and Trans Union.

Creditor

Any entity that has a monetary claim against the debtor.

Current / was 30

Current account, was 30 days late.

Current / was 30 2x

Current account, was 30 days late twice.

Current / was Coll Acct

Current account, was a collection account.

Debtor

The person who seeks relief through bankruptcy.

Defendant

The person or entity charged with having committed an offense.

Deferred Adjudication

To withhold formal judgment pending the outcome of the probation period. If an individual is given deferred adjudication and he or she successfully completes the probation and conditions assigned by the court, the charges are dismissed.

Delinquent / was 90

Account past due, was 90 days past due.

Delinquent 60

Account is past due by 60 days.

Depressants

Barbiturates "goof balls", tranquilizers, methaqualone "ludes" and alcohol

Designated Employer Representative (DER)

An employee authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties or cause employees to be removed from these covered duties and to make required decisions in the testing and evaluation processes. The DER also received test results and other communication for the employer, consistent with the requirements of CFR 49 Part 40. Service agents cannot act as DERs.

Dilute specimen

A specimen with creatinine and specific gravity values that are lower than expected for human urine. The specific gravity is less than 1.003 and the creatinine is less than 20.

Discharge

The release of a debtor from an obligation to pay, pursuant to a bankruptcy proceeding. A "discharge" indicates the successful completion of a bankruptcy case. Or, in criminal matters, to release a person from confinement or supervision.

Dismissal

The rejection or failure of a petition for bankruptcy. When a bankruptcy case is "dismissed", it is closed without any debts being discharged. Or, in criminal matters, termination of a criminal action or proceeding by a court.

Dismissal With Prejudice

Termination of a criminal action or proceeding by a court, by which the same cause of action cannot be brought against the defendant again at a later date.

Dismissed with prejudice

The action is over and the plaintiff can not bring the same issue back to the court.

Dismissed without prejudice

The action is over but the plaintiff retains the right to bring the issue back to the court.

Disposition

1. The final outcome or resolution of a court case or criminal matter. 2. The formal resolution of a case by a court.

Docket

A listing of all court actions in a case from its inception to its conclusion.

Driver

Any person who operates a CMV and is required to hold a CDL. This includes, but is not limited to,

- Full-time, regularly employed drivers
- Leased drivers
- Independent owner-operator contractors (employed directly or leased)
- Casual, intermittent, or occasional drivers

Drug Screen Panels Defined

5 Panel: Amphetamines, Cocaine, Marijuana, Opiates, PCP

9 Panel: Add the following: Barbiturates, Benzodiazepines, Methadone, Propoxyphene

DUI

Driving Under the Influence

DWI

Driving While Intoxicated or Impaired

Employee

Any person who is designated in a DOT agency regulation as subject to drug testing and/or alcohol testing. The term includes individuals currently performing safety sensitive functions designated in DOT agency regulations and applicants for employment subject to pre employment testing. For purposes of drug testing under this part, the term employee has the same meaning as the term "donor" as found on the custody and control form (CCF).

Employer

Any person engaged in a business affecting interstate commerce who owns or leases a commercial motor vehicle in connection with that business, or assigns employees to operate it, but such terms does not include the United States, any state, any political subdivision of a State, or an agency established under a compact between States approved by the Congress of the United States.

Expunge

To seal or purge records of arrest, criminal, or juvenile record information.

Extradition

The surrender by one jurisdiction to another of a person accused or convicted of an offense committed within the jurisdiction demanding the individual's return.

FCRA

The Fair Credit Reporting Act (FCRA) is a federal law enforced by the Federal Trade Commission that is designed to promote accuracy and ensure the privacy of the information used in consumer reports produced by consumer reporting agencies. The FCRA contains specific requirements on the use of consumer reports for purposes of employment.

Felony

A criminal offense that is punishable by death or by incarceration in a state or federal prison, generally for one year or more. The determination of which crimes are considered felonies varies from state to state.

Filing

The commencement of criminal proceedings by entering a charging document into the official record of a court.

FMCSA

Federal Motor Carrier Safety Administration

Foreclosure

Credit grantor sold collateral to settle defaulted mortgage

Fraud

An element of certain offenses, consisting of deceit or intentional misrepresentation with the aim of illegally depriving a person of his or her property or legal rights.

Garnishment

A legal proceeding in which a debtor's money, in the possession of another (called the garnishee), is applied to the debts of the debtor, such as when an employer garnishes a debtor's wages.

Government Claim

Claim filed with government on defaulted student loan

Gross Combination Weight Rating

The total value specified by the manufacturer of the vehicle as the loaded weight of two or more vehicles. In the absence of a value specified by the manufacturer, it will be determined by adding the gross vehicle weight rating of the power unit to the total weight of the towed unit and any load thereon.

Gross Vehicle Weight Rating

The value specified by the manufacturer of the vehicle as the loaded weight of a single vehicle.

Guilty

The status of being responsible for or chargeable with violation of criminal law or having been adjudged by due process of violation of the law.

Hallucinogens

Lysergic acid diethylamide "LSD, acid" and phencyclidine "PCP, angel dust"

In Foreclosure

Foreclosure proceeding started.

Included in Bankruptcy

Debit included in or discharged through bankruptcy proceedings.

Indictment

A formal written accusation made by a grand jury and filed in a court, alleging that a specified person or persons committed a specific offense or offenses.

Infraction

A violation of a rule or law that is not punishable by incarceration.

Injunction

A writ requiring a person to refrain from doing a particular thing.

Judgment Lien

A lien binding the real estate of a judgment debtor in favor of the holder of the judgment. The lien attaches the debtor's real estate.

Jurisdiction

The territory, subject matter, or person over which lawful authority may be exercised by a court or other justice agency, as determined by statute or constitution.

Laboratory

Any U.S. laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

Larceny

Unlawful taking or attempted taking of property other than a motor vehicle from the possession of another, by stealth, without force, and without deceit, with the intent of permanently depriving the owner of the property.

Legitimate Use

Under medical supervision or for an accepted medical reason

Marijuana

Common terms it is known by include herb, pot, weed, hash, cannabinoids

Medical Review Officer (MRO)

A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

Misdemeanor

A criminal offense, generally minor or petty, that is punishable by small fines or penalties or incarceration in a local jail for a year or less.

Narcotics

Heroin, morphine, opium codeine, meperidine and methadone

Negative Dilute

A specimen that lab has determined to be negative, no illegal substance is found, it is human urine, but the levels fall below normal levels. Drinking lots of fluids prior to voiding can cause this situation.

No Contest

A plea in a court in answer to a charge stated that the defendant will not contest the charge, but neither admits guilt nor claims innocence. It is tantamount to a guilty plea. Same as Nolo Contendere.

Nolle Prosequi

Voluntary dismissal of criminal charges by the state, or a formal decision by the prosecutor not to prosecute any further.

Nolo Contendere

A plea in a court in answer to a charge stated that the defendant will not contest the charge, but neither admits guilt nor claims innocence. It is tantamount to a guilty plea. Same as No Contest.

Now Paying

Subject now paying, was a charge off

On Site Collector

An individual that conducts OHS services by going to the site designated by the client.

OWI

Operating (a motor vehicle) While Intoxicated or Impaired.

Paid / was 30

Paid account, was 30 days late.

Paid / was 30 2x

Paid account, was 30 days late twice.

Paid / was Charge Off

Paid account , was a charge off.

Paid / was Coll Acct

Paid account, was a collection account.

Paid / was Foreclosure

Paid account, a foreclosure was started.

Paid / was Repo

Paid account, was a repossession.

Paid for less than full balance

An arrangement between consumer and credit grantor to accept a lesser amount of the original balance as payment. Trade line remains on credit report for 7 years from the date of the initial missed payment that led to the delinquency.

Parole

The process of releasing inmates from incarceration before the end of their sentence, on conditions of supervision by a parole office and their maintenance of good behavior. If conditions are violated, the inmate may be reincarcerated.

Plaintiff

A person or company who initiates a civil court action.

Plea

A defendant's formal answer in court to charges logged against him or her in an accusatory instrument. The occasion upon which a defendant enters such a plea to an accusatory instrument.

Plea Bargain

An agreement entered into by a prosecutor and a defendant whereby concessions generally are made (such as reduced charges or sentences) in return for a guilty plea.

Presentence Hearing

A proceeding during which the court considers relevant information, such as extenuating circumstances, held for the purpose of determining a sentence for a person convicted of an offense.

Pretrial Intervention

The Pretrial Intervention Program (PTI) provides defendants, generally first-time offenders, with opportunities for alternatives to the traditional criminal justice process of ordinary prosecution. If PTI is successfully completed, there is no record of conviction and the defendant avoids the stigma of a criminal record. Any defendant who is charged with an indictable offense may apply.

Punitive Damages

Those damages awarded over and above any compensation for actual damages. The intent is to punish the wrongdoer.

Release

A discharge of a debt or obligation.

Repossession

Merchandise taken back by credit grantor.

Restitution

1. A requirement by the court as a condition of a revocable sentence, or earlier in the criminal justice process, that the offender replaces the loss imposed by his or her offenses. 2. Money received from a probationer for payment of damages.

Restraining Order

An order from a court directing one person not to do something, such as make contact with another person. Restraining orders are typically issued in an attempt to ensure the victim's safety.

Satisfaction

The discharge of an obligation by paying a party what is due to him.

Secretary

The Secretary of Transportation or the Secretary's designee.

Sentence

The penalty imposed by a court upon a convicted person; the imposition and entry of sentence upon a conviction.

Sentence Withheld

A court decision postponing the execution of a sentence and discharging the defendant conditional upon good behavior.

Service Agent

Any person or entity, other than an employee of the employer, that provided services specified under the regulations to employers and/or employees in connection with DOT drug and alcohol testing requirements.

Stand-Down

The practice of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the medical review officer (MRO) of a confirmed positive test, an adulterated test, or a substituted test, before the MRO has completed verification of the test results.

Status Date

This is the date the account or tradeline reached the status indicated in the Notes column.

Stimulants

Amphetamines "speed," cocaine, nicotine and caffeine

Substance Abuse Professional

A person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing and aftercare.

Summary Conviction

A finding of guilt by a magistrate or judge, without a jury, of a person accused of a misdemeanor or violation.

Summary Judgment

The decision of a court concerning merits of a lawsuit, where upon review of the facts, it is determined that the party who made the motion for summary judgment is entitled to judgment.

Summons

A written order issued by a judicial officer requiring a person accused of a criminal offense to appear in a designated court at a specified time to answer the charge or charges.

Suspended Sentence

A court decision postponing the execution of a sentence and discharging the defendant conditional upon good behavior.

Tax Lien

A lien on real estate in favor of federal, state or local government which may be foreclosed for nonpayment of taxes.

Tort

An injury or wrong committed on the person or property of another. A tort is an infringement on the rights of an individual, but not founded on a contract. The most common tort action is a suit for damages sustained in an automobile accident.

Traffic Offenses

A group of offenses usually consisting of those infractions and very minor misdemeanors relating to the operation of self-propelled surface motor vehicles. Violators of these laws may incur fines, loss of license, or imprisonment.

Unconditional Discharge

A sentence where the court is authorized to release the defendant without fine, imprisonment, or probation supervision if the court of the opinion that no proper purpose would be served by imposing any condition on the defendant's release.

Vacate

To annul; to set aside; to cancel or rescind; to render an act void, as to vacate an entry of record or a judgment.

Warrant

A document issued by a court or releasing authority directing the arrest or taking into custody of a person to bring him or her before the court or releasing authority. There are two main types of warrants: arrest warrant and search warrant.

ABBREVIATIONS OF COURT TERMS

AGGRAV	Aggravated
ASLT	Assault
ATT	Attempt
CHARGE PENDING-INSANITY	Charge pending due to insanity
CHARGE PNDG-MTL INCOMPTNCE	Charge pending due to mentalincompetence
COC	Contempt of Court
COMM SVC	Community service
CONSP	Conspiracy
CONT SUBST	Controlled Substance
CONV OTH OFR	Facilitate conviction of another offender
CRIM	Criminal
CW OR CONC WEAP	Concealed weapon
DEF	Deferred Sentence
DEF BY PROSECUTION	Deferred prosecution
DEFD AND DISSMD	Deferred and dismissed
DIS BY PROSECUTION	Dismissed by prosecution
DISPO	Disposition (outcome of case)
DIV PGM	Diversion program
DMG PROP	Damage Property
DV	Domestic Violence
DYS	Days
EVID PBLMS	Evidence problems
F & C	Fines and Costs
FEL	Felony
FOJ	Fugitive of justice
FTPF & C	Fail to pay fine and costs
GUILTY OF LSSR CHRGE AT TRIAL	Guilty of lesser charge
JURIS PBLMS	Jurisdictional problems
LCKS MERIT	Lacks prosecution merit
MANUF	Manufacture
MARIJ	Marijuana
MISD	Misdemeanor
MOS	Months
NOT GUILTY	Not guilty at trial
OTH DIVRSN	Other type diversion
PL ANTH CASE	In exchange for plea in another case
PLEA TO OTHR CHGE	Plead to other charge
PLEA SME CSE	In exchange for plea in same case
PLEA TO RLTD CHGE	Plead to related charge
POSS OR POSSESS	Possession
PROB	Probation
PROP	Property
REJ	Rejected
REJ BY PROSECUTION	Rejected by prosecution
RES or REST	Restitution
SENT	Sentence
SUSP	Suspended
TEST PBLMS	Testimony problems
TRAF	Traffic
UPS	Useful public service
VIOL DUE PRC	Violations of due process
WR	Work release
YRS	Years

Abbreviations used in the disposition fields that are not final dispositions:

HLD	Held in custody by arresting agency
ROB	Released on bail
ROR	Released on own recognizance
TOT	Turned over to another agency