



# Choice Screening

PREPARED BY

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09/09/2024

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# Proposal

Background Screening  
COMPANY





# Background Screening you can TRUST

## The Choice Screening Difference

Choice Screening's commitment to excellence is distinctive in our quality of service, quick turnaround, accurate results and our attention to detail. Our staff is experienced, many of whom hold and maintain FCRA Basic or Advanced Certification through the National Association of Professional Background Screeners (NAPBS). The right products, utilized by an experienced researchers and supported by courteous Account Executives and Customer Support is a combination unrivaled by many.

We designed and developed our proprietary Background Screening application to give our clients the latest technology that is flexible and completely customized to meet your needs. We constantly evaluate our technology to ensure you're receiving the industry's best.

I'd like to thank you for considering Choice Screening as your Background Screening partner. In the following pages, you can expect to gain more insight into the Choice Screening Difference and learn about our broad range of background screening and employment services. Should you have any questions along the way, please do not hesitate to contact me.

Sincerely,

Eric Vasquez

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## Service Overview

**PRICING + NO ADMIN FEES** At Choice Screening, we do not charge set-up fees, maintenance costs or monthly minimums. You are only charged for the reports you request and relevant access fees for your search. No matter how small or large the account, Choice Screening gives every client the same level of commitment and support - from dedicated Account Executives to our outstanding Customer Service team!

In the following pages, you can view our recommended customized package as well as individual product pricing for your company.

**PRODUCTS** Choice Screening offers a full range of background screening products through our state of the art technology. This results in the precise information you need, tailored to meet your individual preference. The fast, easy access to information provided by Choice Screening saves you time and money.

Studies have shown that 34% of applicants misrepresent facts on their application. This makes it vitally important to know you can trust your background report.

Following your customized packages and individual product pricing, you will find a brief description of our most common products, such as criminal and civil records, motor vehicle, drug and alcohol testing and compliance services. You can also find in depth descriptions on our website at [www.choicescreening.com/background-screening-services](http://www.choicescreening.com/background-screening-services).

**ORDER & DELIVERY** Our customers have different demands, so we offer a variety of options for ordering and receiving background reports, from the consent form to the final results. Each provides varying levels of automation so you can select your preferred approach. Your Account Executive will help you decide what works best for you!

# Custom Packages

## Standard Package

PRICE – \$15.00\*

### Verified Enhanced National Criminal

**Includes SSN Trace & Address History**

**Alias & Associated Names**

National Sex Offender Registry

Most Wanted Lists FBI, DEA, ATF, Interpol

OFAC Terrorist Database Search

OIG, GSA, SAM, FDA

All felonies and misdemeanors reported to the National database

Current County of Residence (1)

Motor Vehicle Records (MVR)

## Comprehensive Package

PRICE – \$22.75\*

### Verified Enhanced National Criminal

**Includes SSN Trace & Address History**

**Alias & Associated Names**

National Sex Offender Registry

OFAC Terrorist Database Search

Extended Global Sanctions/Watch List

Most Wanted Lists FBI, DEA, ATF, Interpol

OFAC Terrorist Database Search

OIG, GSA, SAM, FDA

All felonies and misdemeanors reported to the National database

### Choice Screening AutoComplete

Will search **unlimited County and/or Statewide Criminal records** (felony and misdemeanor) to include all jurisdictions where the applicant and the Social Security Number Search have reported residing within the last 7 years

### Motor Vehicle Records (MVR Search)

\*Price does not include state agency or third party mandatory access fees.

## Individual Service Pricing

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### CRIMINAL RECORDS

7 Year Misdemeanor & Felony (Choice Screening AutoComplete)	Package based
County Criminal	\$7.00*
Statewide Criminal	\$8.00*
Verified National Criminal	\$6.00
Verified Enhanced National Criminal	\$8.00
National Sex Offender Registry	\$3.00
National Wants & Warrants	\$8.00
US Federal Criminal (National)	\$8.00
International Criminal	Price Varies

### CIVIL RECORDS

County Civil	\$12.00
US Federal Civil (National)	\$12.00

### SSN, ADDRESS HISTORY

SSN Verification & Address History	\$4.00
Social Security Trace & Address History	\$2.00
TransUnion Credit Report	\$10.00

### MOTOR VEHICLE

Motor Vehicle Record	\$2.00*
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### RESUME VERIFICATIONS

Employment Verification	\$9.00*
Education Verification	\$9.00*
Professional License & Certificate	\$9.00*
Professional & Personal Reference	\$9.00*

## Individual Service Pricing

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### DRUG, ALCOHOL & HEALTH SCREENING

LabCorp

5 Panel Drug Test	\$24.00
10 Panel Drug Test	\$26.00
10 Panel Drug Test + Alcohol	\$32.00
Titers	Price Varies

### TENANT SCREENING

Rental History	\$9.00
Eviction Services	\$9.00

### POST HIRE SERVICES

Form I-9 Comply™ (with option E-Verify integration at no charge)	\$8.00
Workers Compensation	\$9.00
Choice ReScreen	Package based

### COMPLIANCE SERVICES

Online Consent Form	Complimentary
Adverse Action Letters (Pre or Post)	\$2.00

### MEDICAL SANCTIONS

OIG	\$4.00
Medical Registries	\$8.00

\*Price does not include state agency or third party mandatory access fee

\*\*Credit Reports are subject to site inspection prior to activating service



## Product Descriptions

Below you will find a brief description of our various products. What is set up in your account will be based on your specific needs - it's up to you if you have everything or only some activated. Your Account Executive can also help you select packages with practically any combination.

## Criminal Records

Choice Screening employs a full-service research team that processes each criminal record search in the appropriate court as requested. Criminal information can come from state records, county records, or a multitude of databases. All information is either obtained directly from the courts themselves, or if in the case of a compiled database result, used as a pointer file and verified directly with the source of the information prior to reporting. Researchers refrain from conducting literal research when reasonably possible and investigate similarities in identifiers found to ultimately provide the most comprehensive results possible.

Some court resources charge an additional fee to access their records. In these cases, we will reach out to you for fee approval prior to processing the requested search.

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**7 YEAR MISDEMEANOR & FELONY (Choice Screening AutoComplete)** This county criminal record search based on your applicant's 7 year address history is the cornerstone of a comprehensive background check. Reliable, thorough and accurate – this may be your most valuable resource to uncover criminal history.

**COUNTY CRIMINAL** Available in every county throughout the US, county criminal record searches are the foundation of your background check. Our public records researchers find, verify and report your candidate's criminal record history.

**STATEWIDE CRIMINAL** Access a broader scope of criminal records, beyond the county in which your candidate resides. Where available, statewide criminal records are uncovered and verified by our experienced researchers before reporting.

**VERIFIED NATIONAL CRIMINAL** Cast a wide net by accessing over 1,000 sources including sex offender registries, sanctions and national and international fugitive lists. This broad scope search can uncover criminal activity outside an applicant's residential jurisdictions.

**VERIFIED ENHANCED NATIONAL CRIMINAL** Harness all the power of the national criminal record search and gain a thorough address history from a variety of sources as well as an alias name criminal record search. This is our broadest search available and is verified by our skilled public records research team.

**NATIONAL SEX OFFENDER REGISTRY** Uncover sex offender and sexual predator records from all 50 states, DC and Guam. This search is especially appropriate for employees with access to vulnerable populations.

**NATIONAL WANTS & WARRANTS** Reveal active and open warrants reported in both US District and County courts. This broad-scoped search identifies active warrants, which are verified before reporting.

**US FEDERAL CRIMINAL** Identify and uncover criminal activity, prosecuted only in the federal court system. Our team searches nationwide to reveal the most expansive results of federal law violations, such as embezzlement, identity theft, drug and arms trafficking, and kidnapping.

**INTERNATIONAL CRIMINAL** Available in over 250 countries and territories, this search reveals criminal records outside domestic US searches. As mobility increases throughout the world, this search has proven value for employers with international applicants.

## Civil Records

**COUNTY CIVIL** Uncover civil case records filed in the county courts, typically including small claims, breach of contract, lawsuits and more. Our researchers find, verify and report cases from upper and lower level courts.

**US FEDERAL CIVIL** Access records from all 94 federal courts to uncover federal civil disputes including bankruptcy, patent and anti-trust cases and when potential damages exceed \$75,000. This search is especially valuable when fiscal responsibility is a qualifying, or disqualifying, factor.

## SSN, Address History & Credit

**SSN VERIFICATION & ADDRESS HISTORY** As a long-standing basis of a comprehensive background screen, the SSN Verification & Address History provides direct access to the Social Security Administration (SSA). You'll easily confirm the primary name and DOB associated with a SSN and uncover alias names and address history to drive your criminal and civil record searches.

**SS TRACE & ADDRESS HISTORY** The Social Security (SS) Trace & Address History provides a thorough list of reported addresses and alias names associated with your applicant. Employers who do not need additional details associated with a SSN, such as death master index, will appreciate this focused search!

**EMPLOYMENT CREDIT REPORT** Gain insight into your applicant's fiscal responsibility and financial history. Employment Credit Reports uncover negative accounts, accounts in collections, and third party inquiries. This search is especially valuable for individuals with access to assets and discretionary spending accounts. A site inspection is required for use of this product; your Account Executive can provide further details upon request.



## Motor Vehicle Record

**MOTOR VEHICLE RECORD** Confirm the status of your applicant's drivers license and uncover driving history records including infractions, tickets and DUI's as reported by the state. Records are retrieved directly from the state Department of Motor Vehicles for the most accurate and up to date information available.

## Resume Verifications

**EMPLOYMENT VERIFICATION** Past performance is a strong indication of future success. Verify and uncover discrepancies in your applicant's employment, reason for leaving and eligibility for rehire. Standard questions include information such as hire and termination dates, Title and Position, eligibility for rehire and reason for leaving.

**EDUCATION VERIFICATION** Confirm your applicant's reported educational achievements match the institution's records, such as graduation date, course of work, GPA and other factors. Our researchers can help authenticate these important qualifications. Standard questions include dates of attendance, graduation date, major/minor subjects, and degree titles.

**PROFESSIONAL LICENSE & CERTIFICATE** Ensure your applicants and employees have a valid and active license, without restriction or disciplinary action. Our researchers access the primary source of the claimed license so you can hire with confidence.

**PROFESSIONAL & PERSONAL REFERENCE** Gain valuable insight into an individual's behavior, work ethic and other factors that could influence your decision. Our experienced verifications team can help validate and expand upon details through former colleague and personal acquaintance interviews. Standard questions include relationship history, opinions on applicant strengths, areas for improvement, dependability, trustworthiness, and personability.

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When processing a verification request, Choice Screening will attempt to contact the source through a variety of means including encrypted email, phone calls, facsimile requests, and when directed, through electric access to commercial databases such as The Work Number and National Student Clearing house. We will continue these attempts to contact throughout the day during different times in order to try to reach the listed contact at a time convenient to them. After 2 business days without response, we will reach back out to the client to obtain additional information or resources. After exhausting all resources, we will close the verification after 5 business days if no response has been received.

Often, employment and education institutions will utilize external commercial databases to house their records. These databases typically charge an additional fee to access their records. In these cases, we will reach out to you for fee approval prior to processing the requested verification.

## Medical Sanctions

**OIG** Access nationwide records of exclusions, sanctions and debarments as listed with the Office of

the Inspector General (OIG). This search helps institutions maintain their ability to bill and receive reimbursement from federal programs by avoiding restricted and excluded individuals.

**FACIS®<sup>1</sup>** The Fraud and Abuse Control Information System (FACIS®) provides reliable, primary source data aggregation of disciplinary action and medical provider sanctions. This service is certified by NCQA, accredited by URAC and meets JACHO compliance standards.

<sup>1</sup>FACIS® is a licensed trademark of the Verisys Corporation.

**MEDICAL REGISTRIES** Verify that medical and administrative applicants will not pose a risk to patient safety, billing and reimbursement denial, or result in civil monetary penalties due to a negligent hire. This service offers direct access to various federal restriction, sanction and debarment databases.

## Drug, Alcohol & Health Screening

**URINE DRUG & ALCOHOL TEST** As the most commonly used test for alcohol and drugs, the urine drug test is flexible, cost effective and available at thousands of lab collection sites. Negative results are returned within days while positive results are confirmed through our Medical Review Office (MRO).

**HAIR DRUG TEST** With up to a 90 day detection window, hair testing is tamper resistant and results in nearly twice the number of positive tests as compared to a urine drug test. This service is particularly beneficial when long-term observation is needed.

**SALIVA DRUG & ALCOHOL TEST** Saliva testing allows employers to collect on-site in 3-4 minutes, while still relying on traditional lab for accurate analysis. Negative results are returned within days while positive results are sent for MRO review.

**DOT DRUG & ALCOHOL TEST** Effectively manage your DOT compliance, stay organized and gain access to thousands of lab collection sites. DOT panels and procedures adhere to regulatory requirements as specified by the Department of Transportation.

**TITERS** In an effort to protect against the spread of disease, medical institutions use Titers testing to verify the presence of antibodies as part of initial hire and ongoing employment practices. This service will help you ensure compliance and regulatory standards are met and to maintain patient safety standards.

## Tenant Screening

**RENTAL HISTORY** Uncover a previous landlord's experience with your prospective tenant including lease terms, payment history and experience with the individual. This valuable search is an important part of a comprehensive tenant background check.

## Post Hire Services

**FORM I-9 COMPLY™** This Online Form I-9 management tool enables you to electronically file Form I-9 and verify employment eligibility through a direct E-Verify interface. Error checking algorithms virtually eliminate errors and omissions, while audit support helps keep you prepared.

**WORKERS COMPENSATION** Gain a more complete picture when dealing with work injury records. Identify past work injuries to aid in accommodation as well as help uncover and track related work injury claims.

**CHOICE ReSCREEN** The need to run a comprehensive, but cost effective, background check doesn't stop after the initial hire. Choice ReScreen helps employers stay organized and efficient when screening current employees, transfers and promotions. This service commonly aids employers with annual credentialing requirements.

## Compliance Services

**ONLINE CONSENT FORM** Before any background check begins a signed consent form must be received from the applicant. Our online consent form helps save time, keeps you organized and it's complimentary to all our clients!

**ADVERSE ACTION** Any unfavorable decision based all or in part on the results of a background screen requires adherence to Adverse Action regulation according to the FCRA and some local legislatures. Our service will help keep you organized, efficient and compliant.



# ChoiceScreening

Choice Screening holds tight to our core values of integrity, innovation and partnership with every business relationship we establish. As a client, we're held to your highest expectations - we strive to keep you satisfied and happy with every background report!

Should you have any questions, please feel free to contact me at your convenience. You can also view extended service descriptions and access informative articles and resources on our website – [www.choicescreening.com](http://www.choicescreening.com).

For additional information, to answer any of your questions, or to schedule a demo, please feel free to contact me at your convenience!

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