How to Read a Background Report

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Introduction

A Screening Solutions Background Report helps Human Resources professionals evaluate job applicants by providing a thorough background check on the applicant, including any or all of the following background checks or verifications:

- criminal records
- employment history
- educational
- professional or other certifications or credentials
- motor vehicle / driver records
- financial status
- other public record information

Companies with a legitimate business purpose such as pre-employment screening are entitled to order this information for the purpose of making decisions regarding the subject consumer.

About this document

This document explains how to read and interpret the information contained in a consumer background report.

Conventions:

- This document uses screen shots from a dummy report.
- Social Security Numbers in this document are masked.

If you have questions about a consumer background report, please refer to the First Advantage contact information on the front cover of the report.
The cover page contains the following information:

- Name of the subject of the report
- Subject’s Social Security Number
- First Advantage Case Identification (CID) Number
- First Advantage Customer who requested the report
- Caution to Customer about legal responsibilities regarding use of data in the report
- Contact Information at First Advantage for both the subject of the report (Consumer) and the Customer
General Consumer Information

This section of the report contains the following information:

1) Consumer’s name (subject of the report)
2) Name of First Advantage Customer who ordered the report
3) Customer ID number (as assigned by First Advantage)
4) Customer Reference 1 (primary reference ID from the First Advantage Customer)
5) Customer Reference 2 (secondary reference ID from the First Advantage Customer)
6) Customer Representative (contact person at the First Advantage Customer)
7) Synopsis of type of consumer information used to compile the report
8) Social Security Number (this information is masked in this document)
9) Consumer’s Date of Birth
10) Consumer’s Address
11) Additional consumer name(s) provided by the customer when ordering the report
12) Additional information, including position applied for (optional); date report was ordered; date background check was completed; date report was last updated, and date report was printed.
Background Report Summary

The Background Report Summary provides a snapshot of the type of reports ordered:

1) Name of report
2) Search status
3) Whether or not discrepancies were found; if Y (yes), refer to Remarks (6) for additional information
4) Scores or conditions associated with a report. Examples of conditions are as follows:

<table>
<thead>
<tr>
<th>Condition</th>
<th>Flag Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass</td>
<td>Green</td>
<td>defined as not being derogatory</td>
</tr>
<tr>
<td>Needs Review</td>
<td>Yellow</td>
<td>defined as being decisional and requires further review by the customer</td>
</tr>
<tr>
<td>Fail</td>
<td>Red</td>
<td>found to contain information that is derogatory</td>
</tr>
</tbody>
</table>

Note: All information is based on First Advantage’s standard consideration codes or the customer’s customized alerts/scoring criteria.

5) Type of additional searches ordered
6) Comments regarding search results
Social Security Number Validation

Social Security Number Validation compares the Social Security Number provided by the applicant against valid Social Security Numbers issued by the Social Security Administration. This section of the report contains the following information:

1) Valid SSN – whether or not the reported SSN is valid according to the Social Security Administration database;
2) Date Issued – the timeframe when the SSN was issued;
3) State Issued – the state where the SSN was issued;
4) Reported Deceased – whether or not the holder of the SSN has been reported to the Social Security Administration as deceased.

Employment-Education Date Gap Scan

This section identifies gaps or overlaps in information reported for employment and education dates. It enables you to see time periods which may need further clarification by the applicant. Date Gap Scan indicates the start date, end date, and company name or educational institution contacted and the component involved (i.e., PEMP - Present Employment, FEMP - Former Employment, ED - Education).
Social Security Verification

SSN and Identity Verification

The Social Security Number Verification (SSNV) matches the given SSN against consumer credit files contained in the databases of nationwide credit reporting agencies. The credit bureaus' consumer credit files contain information provided by companies with which the consumer has had financial dealings and/or public record information collected by the bureaus from the courts. The SSNV does not verify that the Social Security Administration issued a specific SSN to a consumer.

Remark
NO RECORD FOUND AT THE CREDIT BUREAU.

Order Process History

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/01/2010 2:27:44 PM</td>
<td>Search In Progress Expected Results by 06/01/2010 2:27:44 PM</td>
</tr>
<tr>
<td>06/01/2010 2:28:16 PM</td>
<td>Search In Progress. Expected Results by 06/01/2010 2:28:16 PM</td>
</tr>
<tr>
<td>06/01/2010 2:28:23 PM</td>
<td>Record Judged. Expected Results by 06/01/2010 2:28:23 PM</td>
</tr>
</tbody>
</table>

This section of the report indicates whether the Social Security Number provided by the applicant matches information about that individual in credit reporting databases. It also includes a record of the order processing history, and a description:

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE (records electronically ordered)</td>
<td>acknowledges receipt of a search order from a First Advantage customer</td>
</tr>
<tr>
<td>RO (record ordered)</td>
<td>search order has been submitted to appropriate information sources</td>
</tr>
<tr>
<td>RF (record fulfilled)</td>
<td>system has found information on the candidate, or a hit was found in the national criminal file database</td>
</tr>
<tr>
<td>RJ (record judged)</td>
<td>criminal record file has been reviewed by First Advantage Record Adjudicators, using standard guidelines or according to customer's rules.</td>
</tr>
</tbody>
</table>
Employment Verification

This section indicates the name and location of employers contacted by First Advantage, employment information as provided by the consumer, and as verified by First Advantage. The employers are listed in order, beginning with the most current.

Personnel or Human Resources department will provide name, dates of employment and position only. If information contained on the application cannot be verified, an appropriate remark is made providing a specific reason as to why information could not be obtained.
Education Verification

<table>
<thead>
<tr>
<th>Education - ABC SCHOOL ALPHARETTA, GA</th>
<th>Status: Complete</th>
<th>Score: Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>School ABC SCHOOL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address ALPHARETTA, GA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Verified by First Advantage</th>
<th>Provided by Consumer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance Dates</td>
<td>08/23/1997 to Present</td>
</tr>
<tr>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>Major</td>
<td></td>
</tr>
<tr>
<td>Degree/Diploma</td>
<td></td>
</tr>
<tr>
<td>Grade Point Average</td>
<td>4.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Questionnaire</th>
<th>Source Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Met job performance requirements?</td>
<td>NONE</td>
</tr>
<tr>
<td>Any corrective action?</td>
<td>NONE</td>
</tr>
<tr>
<td>Meet attendance requirements?</td>
<td>NONE</td>
</tr>
<tr>
<td>Any corrective action?</td>
<td>NONE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interviewee Source</th>
<th>Position:</th>
<th>Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOT PROVIDED</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Order Process History</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Description</td>
</tr>
<tr>
<td>10/20/2010 2:38:58 PM</td>
<td>Verification Request Received and/or Ready For Processing.</td>
</tr>
</tbody>
</table>

This section of the report indicates the name and location of educational institutions contacted by First Advantage, educational information as provided by the consumer, and as verified by First Advantage.
Criminal Records Search

This section includes results of Public Record searches on the subject. This information could include any or all of the following, depending on what searches were ordered:

- criminal records (state and/or federal)
- sex offender records
- litigation records (state and/or federal)
- credit report
- bankruptcy records
- Motor Vehicle Records
- Commercial Driver’s License records
- Worker’s Compensation records
- Food and Drug Administration Sanctions List
- any other type of public record
The following information is provided for all searches:

- Type of Search – type of record search (county, state, or federal felony and misdemeanor, National Criminal File, state litigation, bankruptcy, etc.)
- Date of Search – actual date the record was checked
- Address Covered – the address requested to be checked (current residential address, former employment address, etc.)
- Record Source and Location – the source of the data, such as name of database, Courthouse, or local/state/federal office providing the data
- Given Name Search – the name searched on
- Search Results – Record Found, No Record Found, Processing (search has been ordered but is not yet complete)

If a record is found, additional information is provided, such as:

- case reference number
- name, address, Social Security Number (if available), and Date of Birth for subject of record
- actual charge (date/type of record)
- disposition of charge
- record date
- description of sentence
- order process history
- source status history