



employeescreenIQ

International Criminal History Searches

About International Criminal Searches

Area Searched:	National searches available.
Period of Search:	National Searches (usually 10 years). Local Searches (not available).
Content:	Varies by country. Usually include Type of Charge with interpretation of host nation's terminology (e.g. a.k.a Felony, Misdemeanor), Trial Date and/or Offense Date. Case Number, Dates of conviction, Sentence, Dispositions. File Dates require manual searching at the local level at an additional cost.
Source:	Obtained manually from confidential sources.
Required Information (Search Process)	Searched by Name, Date of Birth, Country ID#/Passport Number and Address (time period in which applicant resided in the host country). Due to the difficulty in making positive identifications of individuals overseas orders cannot be filled without this minimum amount of information. SPECIAL NOTE: US Social Security Numbers are no replacement for country identification numbers. Passport number or country specific identification numbers are the only recognized forms of identification.
Language Reported:	English
Signed Release:	Required.
Order/Delivery:	Fax 1-888-390-4631
Availability:	National searches – Worldwide- Selected countries. Check country listing prior to each order as availability and Pricing may change without notice.
Comments:	Pricing much higher compared to the USA due to difficulty in retrieving information or not being a matter of public record.
Privacy Act:	There are specific provisions in the European Data Protection Privacy Act as well as various other international Data Protection Acts, which require the applicant provide the perspective employer a signed release and authorization from the applicant. Specifically, the wording must be that the applicant authorizes the release of any and all information from European sources to American [or other country] companies or investigative agencies. Our sources, especially in Europe, are very specific about this and at times will not perform the services unless we represent to them that this language is on file with the originator or the secondary involved in the transaction. Therefore, on each transaction it will be necessary for your company to provide written notice to us that this portion of the Act has been complied with. It will be necessary for you to provide us with the actual signed release upon request as we may be audited.



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International Criminal History Order Form

Company Name: _____

Address: _____

Country: _____

Your Name: _____ Title/Dept.: _____

Phone: _____ Fax: _____ Email: _____

Please process a criminal check on the following individual: Due to the difficulty in making positive identifications of individuals overseas orders cannot be filled without this minimum amount of information.

Full and Precise Name: _____
(Include hyphenated names/both surnames / Asia: try to provide spelling in country's alphabet)

Last Known Address in Country

Province (req'd for local searches): _____ Country: _____

Date of Birth: _____ and/or Country ID/or Foreign Passport #: _____

SPECIAL NOTE: US Social Security Numbers are not acceptable for foreign background checks. Foreign Passport number or country specific identification numbers are the only recognized forms of international identification.

Conditions of Order: IN REQUESTING THIS REPORT WE ACCEPT THAT IT CANNOT BE GUARANTEED AS ACCURATE IN THAT employeescreenIQ ITS AGENTS OR ASSOCIATES HAVE NO PRACTICAL OPPORTUNITY TO AUDIT OR CONFIRM ALL SOURCE DATA. WE FURTHER AGREE THAT THE INFORMATION WILL NOT BE USED AS EVIDENCE OR AS A BASIS FOR ANY LEGAL ACTION. WE WILL NOT HOLD employeescreenIQ RESPONSIBLE FOR POTENTIAL OR ACTUAL LOSSES THAT MAY OCCUR FROM ANY BUSINESS DECISION MADE SUBSEQUENT TO THE RECEIPT OF THIS REPORT. THIS INFORMATION IS FOR OUR EXCLUSIVE USE AND WILL NOT BE SOLD OR GIVEN TO THE SUBJECT OF OUR INQUIRY NOR TO INDIVIDUALS OR COMPANIES NOT PART OF OUR OWN GROUP. WE ACCEPT THAT THE CONTENT AND AMOUNT OF INFORMATION MAY VARY WITH EACH REPORT DEPENDING ON THE SITUATION YOU OR YOUR AGENTS MAY ENCOUNTER AND WHAT INFORMATION IS AVAILABLE. I UNDERSTAND THAT DATABASE RETRIEVED REPORTS ARE NON-CANCELABLE AND THAT CANCELLATIONS ON FRESHLY PREPARED REPORT ORDERS MUST BE RECEIVED IN WRITING WITHIN TWO (2) HOURS OF RECEIPT OF THE ORIGINAL ORDER AND BE APPROVED BY employeescreenIQ. I UNDERSTAND PAYMENTS FOR REPORTS ARE IN ADVANCE UNLESS OTHER ARRANGEMENTS ARE MADE IN WRITING. DUE TO THE CUSTOMIZED NATURE OF YOUR BUSINESS, I AGREE THAT PAYMENTS MADE BY CHARGE/CREDIT/DEBIT CARD CAN BE DEBITED AT THE TIME OF MY ORDER AND NOT NECESSARILY WHEN DELIVERY IS MADE. I UNDERSTAND THAT REFUNDS OR CHARGE BACKS ARE NOT AVAILABLE FOR REASONS INCLUDING BUT NOT LIMITED TO CONTENT OF REPORT, POSSIBLE LATENESS, ETC. I AGREE TO THE POLICIES SET FORTH HERE, IN THE PRICING PAGES OF YOUR BROCHURE AND YOUR WEB SITE AND UNDERSTAND THAT PRICING CAN CHANGE WITHOUT NOTICE.



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International Education Verification

About and Pricing of International Education Verifications & FAQ Regarding International Education Verifications

Availability:	Worldwide. Exceptions may occur with some schools in some countries.
Content:	Varies by Country and school. May include verification of Institution's Name, Student ID and Government ID Numbers, Dates Attended, Graduation Date, Degree Type, Total Credits Earned, Major, Minor, Honors/Awards, Class Placement, Grade Point Average, and comments.
Source:	Obtained by our staff or by our local agent.
Search Process:	Searches done by name and date of birth or by student ID#. At many foreign universities, student identification numbers may be the only way of finding a student's records. Former students should know that they need to keep records of these ID numbers in order for a verification to take place.
Language Reported:	English. Occasionally translations are required at an additional fee. Notification will be emailed to you should this occur.
Signed Release:	Required by most schools.
Student ID#:	Required by most schools in India and approx. 20% of all other foreign schools.
Ordering:	Orders can be placed by fax accompanied by a signed release.
Delivery:	Via email unless otherwise instructed
Speed of Service:	10-15+ business days (some schools take longer) the more complete the order form, the faster the results.
Price:	See International Pricing Schedule.
Pricing Notes:	<p>Unsuccessful attempts are still charged at the regular fee schedule.</p> <p>If you ordered a search and we were unsuccessful, you may opt to have an in-country local agent do a personal interview of a school administrator and/or a manual search of the school's records. The cost for this service is an additional US\$445.</p> <p>If an order form is received which is incomplete or inaccurate, you will be notified. We offer skip tracing and location research services for this product at US\$80 per hour should you require this service.</p> <p>Our reports are offered in English. In some situations, we will need to utilize professional translators if the school administrators do not speak or respond in English. These costs are included in the original pricing schedule as long as the client has provided adequate information in which to complete the search.</p>
Comments:	Pricing for international education searches is much higher compared to pricing of US education searches (see Pricing). This is because more information is required to perform each search and communication costs and the number of in-country manual searches is much higher



FAQ Regarding International Education Verifications

Q: Why do you need so much information?

A: Filing methods for degree information may differ by country or even by province. Some languages, such as Japanese and Hebrew, may have two or more correct spellings for a name when it is translated from the native tongue to English. Since telephone systems and telephone numbers change over time, we are more likely to be able to locate a school's telephone number if we have the school's address and vice-versa. Also, some schools require verification requests be submitted by mail; giving us the school's address in the application will speed up this process. Schools may file their information many different ways- by name, by date of graduation and then by name, or by ID number. The more information we are given, the faster we will be able to complete your verification request.

Q: If I give you all of the contact information for the school, couldn't I just do the verification myself?

A: Sure, but you may not want to do an international verification more than once. Most of these verifications require multiple telephone calls and incoming calls, often in the middle of the night due to time zone differences, returning voice mail messages, at least one or more faxes, and so on. We take care of all of this for you for a flat fee plus communication charges.

Q: Why can't I just accept a copy of a Diploma from an individual as proof of their Degree?

A: Any document can be forged very easily with a desktop computer. We see them all the time. You can even find Internet sites selling diplomas. The only way to be sure that someone has the academic credentials that they claim is to verify those credentials directly with the school.

Q: Why do some verifications take so long?

A: We attempt to complete verifications in 10-15 business days, but the time needed varies widely depending upon how much information we are given, the school being checked, and the country or area of the world in which the school is located. For example, many schools in India require that verifications be submitted in writing by Post Office mail, which can take a month or more. If the individual graduated many years ago, records may be archived and somewhat inaccessible. If we are not given complete information, we may receive replies from schools asking for dates of graduation, student numbers, dates of birth or other information, which also slows down the verification process. If we are given complete information and a signed release, most verifications can be delivered in 10-15 business days.

Q: Do you always complete your verifications?

A: Unfortunately, some verifications cannot be completed. Schools may not respond to verification requests for a variety of internal reasons. In addition, records may have been lost or destroyed. Political or social upheavals or natural disasters may make verification in an area problematic. World political events can make verifications in a country impossible, even if prior verifications were not a challenge.



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International Education Verification Order Form

Company Name: _____

Address: _____

Country: _____

Your Name: _____ Title/Dept.: _____

Phone: _____ Fax: _____ Email: _____

Please process an Education Verification on the following individual: **Due to the difficulty in making positive identifications of individuals overseas orders cannot be filled without this minimum amount of information.**

Full Name of Former Student: _____ Sex: M F
(Include hyphenated names/both surnames / Asia: try to provide spelling in country's alphabet)

Full Name Under Which Student Attended: _____

College/University Attended: _____

School/Campus Name (e.g. School of Law): _____

School Contact (address): _____

Phone number(s): _____

Country: _____ Date of Birth (spell month): _____

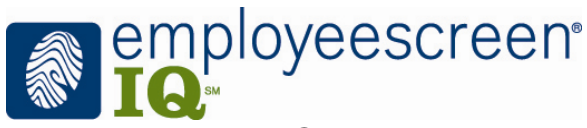
Type Degree Claimed (not US equivalent if different): _____

Date of Graduation (spell month): _____ Date of Issuance of Degree: _____

Dates of Attendance (spell months): _____ to _____ Major: _____

Student ID#'s (required by some schools): _____ Student Seat #: _____

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International Employment Verification

About and Pricing of International Employment Verifications

- Availability:** Worldwide. Exceptions may occur with some employers.
- Content:** Varies by Country and employer. Depending on availability, may include verification of Employer's Name, Contact Information, Position(s) Held, Dates Employed, Salary History, Work Performance, Disciplinary Actions, Accomplishments/Awards, Reason for Dismissal/Departure, Verifier's Name (plus position, contact information and comments).
- Source:** Obtained by our staff or by our in-country agent.
- Search Process:** By phone and or by personal visit from our in-country agent. Employee records may be tracked by Government ID# (similar to USA Social Security Number). If an employee indicates they did not have such a number we may still be able to provide results, however it may be a cause for concern.
- Language Reported:** English. Our staff is bilingual; *employeescreen/IQ* maintains an extensive network of [*INTERNATIONAL INTERPRETERS*](#) that specialize in Foreign Verifications of Professional Employment, Educational Credentials, and standard Background Investigations. Our staff includes linguists in Mandarin Chinese, French, Hindi, Italian, Japanese, Norwegian, Hebrew, Castilian Spanish, Russian, Portuguese, and Taiwanese.
- Signed Release:** **Required**
- Ordering:** Fax 1-888-390-4631
- Delivery:** Via email unless otherwise instructed.
- Speed of Service:** 10-15+ business days, depending on cooperation of employer. The more complete the order form, the faster the results.
- Price:** Differs by country. Pricing for international employment searches are much higher compared to the same searches in the USA. This is due to higher levels of follow-up calls, difficulties in data gathering, language and time zone differences as well as higher communication costs.
- Pricing Notes:** Unsuccessful attempts are still charged at the regular fee schedule.
- If an order form is received which is incomplete or inaccurate, you will be notified. We offer skip tracing and location research services for this product at US\$80 per hour should you require this service
- If you ordered a search and we were unsuccessful, you may opt to have an in-country local agent do a personal interview of an employer administrator and/or a manual search of the employer's records. The cost of this service depends on the country and circumstance.
-

FAQ Regarding International Employment Verifications

Q: If I give you all of the contact information for the employer, couldn't I just do an international employment verification myself?

A: Sure, but you may not want to do an international employment verification more than once. Most of these verifications require multiple outgoing and incoming telephone calls, often in the middle of the night due to time zone differences, returning voice mail messages, at least one or more faxes, and so on. We take care of all of this for you at flat fee. On occasion, translations, employer or in-country agent charges for difficult searches may apply. You will be notified when this occurs.

Q: Why can't I just accept a copy of an employer's reference letter supplied from an applicant as proof of their proof of employment?

A: Any document can be forged with a computer. We see them all the time. The only way to be sure that someone has the employment credentials they claim is to get confirmation from the employer directly.

Q: Why do some international employment verifications take so long?

A: In most cases delivery is made within 10-15 business days. Some causes for delays outside our control are holidays, war, civil unrest, strikes, records are old, poorly organized or archived, a signed release is required, a response will only be made by regular mail, employer relocates and is difficult to find, etc.

Q: Do you always complete your international employment verifications?

A: Unfortunately, some verifications cannot be completed. Employers may not respond to verification requests for a variety of internal reasons. In addition, records may have been lost or destroyed. Political or social upheavals or natural disasters may make verification in an area problematic. World political events can make verifications in a country impossible, even if prior verifications were not a challenge.

Q: Do you charge full price if you are unable to complete your international employment verification?

A: Yes. We are unable to control the outcome of our lengthy and concerted efforts, as we are totally dependent on the cooperation of the employer. However, we have still incurred very high costs for a very competitively priced product. In fact, "no hit" verifications are more work and more costly than completed verifications.



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International Employment Verification Order Form

Company Name: _____

Address: _____

Country: _____

Your Name: _____

Title/Dept.: _____

Phone: _____ Fax: _____ Email: _____

Please process an Employment Verification on the following individual: **Due to the difficulty in making positive identifications of individuals overseas orders cannot be filled without this minimum amount of information.**

Full Name of Former Employee: _____ Sex: M F
(Include hyphenated names/both surnames / Asia: try to provide spelling in country's alphabet)

Last Known Title / Position: _____

Department Employed: _____

Employer's Company Name: _____

Employer's Address: _____

City & Province: _____ Postal Code: _____

Country: _____ Date of Birth (spell month): _____

Main Phone: _____ Fax: _____ Email: _____

Supervisor Name: _____ Title: _____

Dates of Employment (spell months): From: _____ To: _____

Employee ID#: _____ Country ID# (not USA SSN#): _____

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AUTHORIZATION AND RELEASE OF INFORMATION

The purpose of this form is to notify you that a consumer report will be prepared on you in the course of consideration for employment with:

Company Name: _____

Last Name: _____ First Name: _____ Middle Name: _____

Social Security No: _____ DOB: _____ Age: _____

Drivers License Number: _____ State/Cty issue _____

Present Address: _____

Foreign Address: _____

Country of Birth: _____ City of Birth _____

Country ID No: _____ Country of issue: _____

Passport No: _____ Passport issued in: _____

In connection with this request I authorize all corporations, former employers, credit agencies, educational institutions, law enforcement agencies, city, state, county and federal courts and military services to release information about my background including but not limited to, information about my employment, education, consumer credit history, driving records, criminal record and general public records history to the person or company which this form has been filed, or their agent. My signature below releases the aforesaid parties or the company or individuals releasing information about me from any liability whatsoever in collecting and disseminating the information obtained. Further in accordance with host nation laws regarding the release of information, the Data Protection Privacy Act, the European Privacy Act and others, I authorize the release and transmittal of information from any country to the above agencies and my employer in the United States or other country.

Applicants Signature: _____ Date: _____