

CRIMINAL BACKGROUND CHECK OPTIONS

Title	Description	Components
Basic	<p>The “Basic” uses the candidate’s name and date of birth and Social Security Number (SSN) to search a proprietary database of millions of criminal records.</p> <p>If relevant records are found HireRight performs follow-up record searches to ensure records found are accurate, current and complete.</p> <p>Note – the “Basic” does not include records from states or counties where the databases are not available.</p>	<ul style="list-style-type: none"> ○ <i>Widescreen Plus Nationwide Criminal Search:</i> Data sources include county courts, state sex offender registries, state Administrative Offices of Courts, Departments of Correction, and Departments of Public Safety, federal Office of Foreign Asset Control (OFAC), and HireRight’s unique records containing results compiled over more than 30 years of background checks.
Premium	<p>The most thorough criminal search offered by HRS, the “Premium” uses current and previous address information provided by the applicant, as well as a Social Security trace, which identifies addresses linked to the provided Social Security Number (SSN), to identify county courthouse records corresponding to a candidates address history to reveal criminal records.</p>	<ul style="list-style-type: none"> ○ <i>Criminal Felony & Misdemeanor:</i> Searches over 3,400 county and superior courts across the U.S and assists in identifying candidates with past criminal behavior. ○ <i>Social Security Number Trace:</i> Reveals any names and addresses associated with the SSN provided by the candidate. This information is used to conduct county criminal records search(es). ○ <i>Nationwide Criminal Search:</i> Over 190 million criminal and sex offender records. Data sources for the NCS include State Department of Corrections, Administrative Office of the Courts, various County Courthouses, Multi-state Sex and Violent Offender Registry, Office of Foreign Asset Control, and Terrorist Watch lists.

ADDITIONAL BACKGROUND CHECK OPTIONS

Can be added onto any Basic or Premium Background Check Package

Title	Description	Components
Credit	A credit history screening is used only when the credit check is substantially job related or required by law, per RCW 19.182.020 .	<ul style="list-style-type: none"> ○ <i>Credit History</i>: An employer's credit history report from a major credit bureau.
Education	A verification of the highest degree earned by the candidate is recommended for positions where confirmation of academic credentials is necessary, especially to meet the minimum qualifications of the position. For example, most Administrative Professional and Faculty positions.	<ul style="list-style-type: none"> ○ <i>Education Credentials</i>: Verifies dates of attendance, field of study, and degree status regarding the most recent higher education institution attended by the candidate.
Employment	An employment history check will verify information regarding the candidate's three most recent employers within a seven-year period.	<ul style="list-style-type: none"> ○ <i>Employment History</i>: Verifies dates of employment, job titles, and salary (if available)
Federal Criminal	Captures crimes prosecuted in the federal court system. Federal cases typically involve violations of federal criminal law, such as: tax evasion, fraud, embezzlement, mail and wire fraud, immigration law violations, postal offenses, interstate drug trafficking, arms violations, kidnapping and other crimes that occurred on federal property and/or violate federal laws.	<ul style="list-style-type: none"> ○ <i>Federal Criminal</i>: Searches all districts as revealed by the SSN Trace.
MVR	A Motor Vehicle Records check is recommended for positions that regularly operate a motor vehicle as a significant part of the job.	<ul style="list-style-type: none"> ○ <i>Motor Vehicle Records (MVR)</i>: Reports driving-related violations such as DUI/DWI, speeding, and driver's license validity.
National Sex Offender (NSOR)	The National Sex Offender Search identifies registered sex offenders on a nationwide basis. This is a more current and comprehensive search than the sex offender information included in the Basic and Premium packages.	<ul style="list-style-type: none"> ○ <i>National Sex Offender Registry</i>: Searches the Department of Justice National Sex Offender Registry.

POSITIONS WITH UNSUPERVISED ACCESS TO CHILDREN AND VULNERABLE ADULTS

The WATCH background check is required in accordance with [RCW 43.43.832](#) and [BPPM 60.16](#) for positions with unsupervised access to children, developmentally disabled persons, and vulnerable adults.

Title	Description	Components
WATCH**	Washington State Patrol Criminal History database, which is a required check for positions with unsupervised access to children, developmentally disabled persons, and vulnerable adults.	<ul style="list-style-type: none"> ○ <i>WATCH</i>: Database comprised of records sent to the Washington State Patrol (WSP) by courts and criminal justice agencies throughout the state. Includes conviction information, arrests less than one year old with dispositions pending, and information regarding registered sex and kidnap offenders. The WSP criminal history file also contains additional information such as arrest records not open to the general public.

** HRS strongly recommends also conducting a Premium and NSOR background check for these types of positions.