**CRIMINAL BACKGROUND CHECK OPTIONS**

|  |  |  |
| --- | --- | --- |
| **Title** | **Description** | **Components** |
| **Basic** | 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.  If relevant records are found HireRight performs follow-up record searches to ensure records found are accurate, current and complete.  Note – the “Basic” does not include records from states or counties where the databases are not available. | * *Widescreen Plus Nationwide Criminal Search:* Searches a propriety database of millions of criminal records including but not limited to felonies, misdemeanors, traffic violations and sex offender records. |
| **Premium** | 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. | * *Global Criminal Search (Government Source or Media Source)* * *Social Security Number Trace*: Reveals the names and addresses associated with the SSN using credit bureau records. Provides essential information necessary for other services and can help detect an incorrect or compromised SSN. * *Widescreen Plus Nationwide Criminal Search:* Searches a propriety database of millions of criminal records including but not limited to felonies, misdemeanors, traffic violations and sex offender records. |

**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](http://app.leg.wa.gov/RCW/default.aspx?cite=19.182.020). | * *Credit History:*. Comprehensive credit history of a candidate. |
| **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. | * *Education Credentials:* Confirm degree, certificate, or diploma claims directly with institutions or their authorized agents. 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. | * *Employment History:* Verifies company names and locations, plus dates of employment, job titles, and salary (if available) |
| **Federal Criminal** | 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. | * *Federal Criminal:* Searches all districts as revealed by the SSN Trace. Captures crimes prosecuted in the federal court system. |
| **MVR** | A Motor Vehicle Records check is recommended for positions that regularly operate a motor vehicle as a significant part of the job. | * *Motor Vehicle Records (MVR):* Reports status of a license, license type, endorsement, restrictions, driving violations, suspensions, and revocations, and driving-related violations such as DUI/DWI, speeding.. |
| **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. | * *National Sex Offender Registry:* Searches the Department of Justice National Sex Offender Registry. |
| **Professional License** | Confirms validity of claimed license, reveals disciplinary actions and identified renewal plus expiration dates. | * *Professional License:* Verifies claimed license and if they are in good standing. |

**POSITIONS WITH UNSUPERVISED ACCESS TO CHILDREN AND VULNERABLE ADULTS**

The **WATCH** background check is **required** in accordance with [RCW 43.43.832](http://apps.leg.wa.gov/RCW/default.aspx?cite=43.43.832) and [BPPM 60.16](http://www.wsu.edu/~forms/HTML/BPPM/60_Personnel/60.16_Preemployment_Background_Checks.htm) 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. | * *WATCH*: 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.*