

BLUE 22, LLC BACKGROUND CHECK REQUEST FORM

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BACKGROUND CHECK ORDER FORM Please complete and fax or email to us **securely**. Our fax is 847-628-1666. You can also use save this form as an attachment and use the secured email application on our website to submit. Any questions please call our office.

Date needed by	Company or Law Firm	Your Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	Address	City
<input type="text"/>	<input type="text"/>	<input type="text"/>
State	Zip	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Phone	Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please Check the Requested Searches

Social Security Tracking Search - Social Security Number required. **Highly** recommend this search to assist in identity verification and venues for searching. (Insert number below as indicated)

Criminal Search by County (Name Counties if Known) **Criminal Search US Federal District (Name District if known)** **Criminal Search Statewide (Name States if Known)**

Civil Search by County (Name Counties if Known) **Civil Search US Federal District (Name District if known)** **Detail any other or miscellaneous information**

Driver's License Search Driver's license number and State required. _____

Credit History - Social security number required.

Employment Verification - Use Reference section to list former employers.

Educational Verification - Use Reference section to list former educational facilities.

Reference Verification - Use Reference section to list references.

Workers Compensation Index - If for applicant screening, this inquiry can only be done after offer of employment. Not all States Available

National Proprietary Criminal Search - Full name and date of birth required. Covers most available data sources but not comprehensive. Best available public national search.

Sex Offender Search - Full name, date of birth and city of residence required

Subject/Search Request (Complete if applicable)

Last Name or Business Name	First Name	Middle Initial (Especially needed on common names)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	City/State/Zip	
<input type="text"/>	<input type="text"/>	
Date of Birth	Social Security Number	FEIN
<input type="text"/>	<input type="text"/>	<input type="text"/>
Sex	Date Range of Search	
<input type="radio"/> Male <input type="radio"/> Female	<input type="text"/>	

If Copies Needed (Please circle, mark or highlight all that apply)

- | | | | | |
|---------------|--------------------|---------------------------|------------------------|-----------------------|
| Complaint | Amended Complaints | Charges/Indictment | Disposition/Sentencing | Creditor Schedules |
| Summons | Docket | Answers to Interrogatives | Affidavit of Service | Petitions |
| Police Report | Exhibits | Last Order in File | Depositions | Other (specify below) |

Note: Additional Charges to Order/Review/Copy. Courts & Govt Agencies generally impose copy costs

Specify below any other instructions or needs

University/Educational Institution, Former Employers or References

(For degree verification need name of school or university with year and type of alleged degree. For employment/reference verification include complete name, address and telephone numbers.)

Further Comments or Instructions

IMPORTANT NOTE: The accuracy of the information submitted by the requester will directly affect the accuracy of search results. BLUE 22, LLC. (fka VTS Investigations, LLC) is an Illinois licensed detective agency (#117-000192) with more than 30 years of experience. BLUE 22 (FKA VTS) Investigations and its providers cannot be held liable for inaccuracies contained in public record information, databases accessed or requests submitted by the subscriber. BLUE 22 warrants only the exercise of reasonable care in the searching of public or proprietary records.

(1) County Criminal and Civil History indexes are routinely done for the proceeding 10 years, from the date of the search request. Through dates will vary depending on the government agency involved in the public record inquiry.

(2) Responses are based upon identifiers provided in your request. This response does not insure that additional information does not exist under other personal identifiers for the individual in question. It is therefore important that some form of verification be done to assure the accuracy of the name, date of birth and other identifying information that will assist in accurate reporting. If the information you request is being used in employment screening, this search is classified as a **"consumer report"** and is governed by the Fair Credit Reporting Act (FCRA). The FCRA provides protection and responsibility to those who use information, those upon whom the information is about and those who provide the information.

The Consumer Credit Reporting Reform Act amended the Fair Credit Reporting Act. We are required to provide you with notices written by the Federal Trade Commission, along with a summary of the new Fair Credit Reporting Provisions, Customer Certification, Disclosure and Release and an Applicant Letter pertaining to adverse action based on this report.

If this report is for employment screening, you must have a Customer Certificate on file with our office before we can provide this information to your company. This Customer Certificate is required for your initial inquiry only. Please note that you must disclose to the applicant, in writing, that a consumer report will be ordered and you must obtain written consent to order any reports. This disclosure to the applicant must be in a stand-alone document. A stand-alone Disclosure and Release is available on our website or by contacting our office. The full text of the FCRA as amended may be found on the Internet at <http://www.ftc.gov/os/statutes/fcra.htm>.

(1) Illinois does have a conviction only Statewide electronic name search. If CLEAR the results are almost instantaneous but if there is a possibility of a conviction the State will verify with the County in question. The results can take up to 3 weeks if a possible conviction exists. We therefore recommend that criminal history indexing also always be conducted on a county-by-county basis. This index is provided using the subject's name and date of birth as the search criteria. This county-by-county searching is also available on a nationwide basis but fees can vary depending on the venue.

(3) In Cook County, the criminal history indexes do not contain date of birth identifiers for misdemeanor cases, therefore, common names will present numerous matches. In misdemeanor matters involving common names, files must be ordered and reviewed to match the identifiers to the subject of the search. In some cases, the number of possible matches is too numerous to cost-effectively search. In these cases, felony only matches will be given with an indication as to the approximate number of possible misdemeanor matches. Misdemeanor files can be ordered and reviewed for an additional fee, generally billed at an hourly basis.

(4) A felony means an offense for which a sentence to death or to a term of imprisonment in a penitentiary for one year or more is provided. A misdemeanor means any offense for which a sentence to a term of imprisonment other than a penitentiary for less than one year may be imposed.

QUESTIONS: If you should have any questions or require any assistance, please feel free to contact one of our customer support researchers at 312-553-4464. Some searches may require a cost advance to be completed. Minor search fees will be advanced and added as costs to include a 20% advance charge. In the event of unusual or extraordinary costs, we will contact you for authorization before proceeding.

Our agency does offer volume pricing for several of our search packages. Please feel free to contact our office to discuss a volume-pricing package.