

Advanced Reporting

P.O. Box 12398 ▪ Salem, OR 97309
503.375.0451 ▪ Toll Free 1.888.375.0451
Fax 503.364.0195 ▪ Toll Free Fax 1.877.450.2774
www.advrep.com

Professional Background Screening Services

New Client Compliance Check List

- Client Application
- Service Agreement
- Organization's General Phone Line: _____
- Organization's Website URL: _____

Additional Compliance Requirements if requesting consumer credit reports

Please provide a copy of one of the following:

- Business License
- Articles of Incorporation
- Articles of Partnership
- Federal Employer Identification Number (EIN) from the IRS

If your organization has been in business for less than one year please provide copies of two of the following:

- Utility bill in the business name for service at the business address
- Lease or proof of property ownership for the business address
- Bank statement addressed to the business address
- Proof of commercial insurance in the business name

For Sole Proprietorships or Partnerships please provide a copy of the following:

- Principal's current driver's license

For internal use only – To be completed by an Advanced Reporting employee

- Verify business registration through the Secretary of State or Department of Corporations
- Verify corporate website
- Onsite Inspection
- Verify business banking account
- Business credit report
 - Owner or Partners' credit report if Sole Proprietorship or Partnership

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CLIENT APPLICATION

Important: All information must be completed in its entirety. Please type or print clearly and legibly to help assure accurate and timely processing.

APPLICANT PROFILE

Business Name: _____

EIN: _____

Current Address (street): _____ **Current Address** (mailing): _____

City: _____ City: _____

State: _____ Zip: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Prev. Address: (street) _____ City: _____ State: _____ Zip: _____

How Long at Current Address?: _____ How Long in this Business?: _____

Type of Business: (describe types of services rendered/products sold) _____

Estimated Number of Reports per Month: _____

Is Applicant Business Licensed?: **Yes** _____ **No** _____ Type of Business License: _____

Issuing Agency: _____ Date Issued: _____ Lic. #: _____

AFFILIATED/PARENT COMPANY

Affiliated/Parent Company Name: _____

Contact Name: _____

Title: _____ Phone Number: _____

Company _____

Address: (street) _____ City: _____ State: _____ Zip: _____

Is applicant doing business under other name(s)?: **Yes** **No**

If yes, please attach a complete list including the address(es) and names of managers of those organizations.

ORGANIZATIONAL STRUCTURE

Type of Entity: Sole Proprietor Partnership Corporation Limited Liability Corp.

Other (identify): _____

PRINCIPALS (Owners, Partners, Corporate Officers, or Limited Liability Corp. Managers/Principal Members)

Name: _____ Name: _____

Title: _____ Title: _____

Date of Birth: _____ Date of Birth: _____

BANK REFERENCE (Name of bank which maintains business checking account)

Bank Name: _____

Business Checking Account Number: _____ Phone: _____

Address:(street) _____

City: _____ State: _____ Zip: _____

COMPANY CONTACT

Name: _____

Title/Position: _____

Phone: _____

Email: _____

PRINCIPAL OF THE COMPANY

I certify that I am a principal of the applicant company and have vested in me the authority to submit this application to Advanced Reporting. I further certify that the above and any attached information and documents are accurate. I hereby authorize the above references to release information to Advanced Reporting. I understand that the information provided below will be used to obtain a consumer credit report, and my personal creditworthiness may be considered when making a decision to grant the applicant business an account with Advanced Reporting.

Principal: _____

Title/Position: _____ Phone _____

Soc. Sec. No. _____ Date of Birth _____

Residence Address:(street) _____

Home Phone _____ City: _____ State _____ Zip: _____

Signature: X _____ Date: _____

FOR ADVANCED REPORTING USE ONLY

Date Received: ___ / ___ / ___ Date Credit Report(s) Requested: ___ / ___ / ___ Date References Checked: ___ / ___ / ___

Date Action Taken On Application: ___ / ___ / ___ Action Taken: Approved Declined

Application Processed By: _____

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EMPLOYMENT SCREENING AGREEMENT

Date: _____

Agency: Advanced Reporting
451 Division St NE
PO Box 12398
Salem, OR 97309

Subscriber Name: _____
Address: _____
Phone: _____
Fax: _____

This Agreement is between Advanced Reporting (“Agency”), an Oregon corporation, and the subscriber identified above (“Subscriber”). Subscriber understands that Agency specializes in consumer information and is regulated by laws that both Agency and Subscriber must comply with.

1. Services Provided; Price. Agency will provide credit bureau criminal history reference check services as specified on the Service and Price List attached to this Agreement as Exhibit A. Consumer information provided by Agency is a “consumer report” as defined by the Fair Credit Reporting Act. Subscriber will pay Agency the prices specified on the Service and Price List. Agency will provide Subscriber with a monthly statement showing all services provided and the balance due. Amounts not paid within 30 days after the statement date will bear interest at the rate of 9%.

2. Use of Information.

- a. Subscriber certifies that consumer information will be ordered only for use as a factor in evaluating the subject consumer for employment, promotion, reassignment, or retention as an employee. Subscriber shall request Information only for Subscriber’s exclusive use. Subscriber shall hold all consumer information in strict confidence, except to the extent that disclosure to others is required or permitted by law. Subscriber shall designate employees or representatives who are authorized to request reports from Agency and shall maintain access security procedures to ensure that only authorized users request reports. Agency may refuse to provide reports requested by someone who is not authorized. Subscriber will not disclose consumer credit information to the subject of the information except where permitted by law. Subscriber also agrees not to disclose the information in whole or in part to any third party, in compliance with the provisions of the Fair Credit Reporting Act, 15 U.S.C. 1681 et seq.
- b. Subscriber certifies that Subscriber has clearly and conspicuously disclosed in writing, to each individual checked by Advanced Reporting that an investigative and/or consumer reporting may be obtained for employment purposes on that individual, and that the individual has authorized the procurement of an investigative and/or consumer report in writing. Subscriber further certifies that information contained in the investigative and/or consumer report will not be used in violation of any state or federal equal employment opportunity laws and expressly agrees that when Subscriber request and receives and Employment Credit Report

from Advanced Reporting, the contents of that report will not be shared with anyone other than the subject of said report. Subscriber certifies that Subscriber will not base any adverse action in whole or in part on the information contained in the investigative and/or consumer report before providing the individual a copy of the report, and summary of the individual's rights under the Fair Credit Reporting Act. By submitting a request for Advanced Reporting to perform a background check on an individual, Subscriber certifies that it has complied and will comply with the Fair Credit Reporting Act's requirements.

c. Subscriber certifies that it is engaged in the business of _____

d. Subscriber certifies that the consumer information will be used only for the following specific purpose(s): _____

- 3. Pre-Request Consumer Notification.** Subscriber warrants that with respect to each request for information about a current or prospective employee, Subscriber has obtained the current or prospective employee's written authorization to request a consumer report.
- 4. Indemnification.** Subscriber agrees to indemnify, defend and hold Agency and all its agents harmless on account of any expense or damage resulting from the publishing or any other disclosure contrary to the requirements of the Fair Credit Reporting Act or resulting from the breach of any of the warranties or representations made by Subscriber as part of this Agreement.
- 5. Release.** Subscriber recognizes that information is secured by and through fallible human sources and that Agency does not insure the accuracy of the information. Subscriber releases Agency and its agents, employees, and independent contractors from any liability (including for any negligence) in connection with the preparation of such reports and from any loss or expense suffered by Subscriber resulting directly or indirectly from using Agency's reports.
- 6. Reports Obtained Under False Pretenses.** Subscriber recognizes and understands that the Fair Credit Reporting Act provides that anyone who knowingly and willfully obtains information on a consumer from a consumer reporting agency (such as Agency) under false pretenses shall be fined not more than \$5,000.00 or imprisoned not more than one year, or both. Subscriber agrees that it has or will adopt policies and procedures to ensure that its employees and agents do not request any consumer report from Agency except for the purposes and under the conditions outlined in this Agreement. Subscriber shall forbid its employees from obtaining reports on themselves, associates or any other persons except in the exercise of their official duties.
- 7. Termination.** Either party may terminate this Agreement by providing the other with written notice at the address specified above or such other address as the parties may designate. Subscriber's obligations, warranties and representations in effect at the time of termination will remain in full force and effect, including the obligation to defend, indemnify and hold Agency harmless and keep confidential the information received by Subscriber.

Subscriber agrees to investigate promptly any claim by a consumer that any information Subscriber has provided is inaccurate, and to comply with all other duties imposed by law on providers of consumer credit information.
- 8. Records Retention and Auditing.** This section is applicable only to Subscribers using our online services. Subscriber agrees maintain on file for a period of eighty-four (84) months, a signed statement of Permissible Purpose on each credit report obtained using our online services. Upon request of Agency, Subscriber shall provide Agency with a copy of the signed statement of Permissible Purpose within three (3) business days of the request. Agency and its authorized agents

shall be permitted to enter the Subscribers premises to inspect any records or files related to the Subscriber's use of Agency's online services at any time during business hours.

9. Entire Agreement; Governing Law. This Agreement constitutes the entire agreement, understandings, and conditions of reporting between Agency and Subscriber, and supersedes any previous agreements or understandings between the parties. This Agreement can only be amended by a writing signed by both parties. This Agreement shall be governed by and interpreted in accordance with the law of Oregon.

SUBSCRIBER:

AGENCY:

ADVANCED REPORTING

By: _____

By: _____

Title: _____

Title: _____