

Details of person on whom the checks are to be run

Required fields

SSN: e.g. 11223333

Driving license no: License issued in:

First name: Last name:

DOB (Month): DOB (Day):

DOB (Year):

Street number: Street name:

Unit number: City:

State: Zip code:

Permissible Purpose: Report to be used it:

Optional fields

Previous street no.: Prev. street name:

Prev. unit number: Previous city:

Previous state: Previous zip code:

This is the required data information page that you will receive once you've made your selection regarding the type of background report you will be running. It is important that all fields are filled out correctly and accurately.

SSN: should be run as follows 123456789 – Note there are NO dashes

Drivers License no: Input drivers license information as it would appear on their driver's license, no dashes

License issued in: Make sure to use the drop down arrow to select the proper state the driver's license was issued. This is critical as the request is submitted to the State where their driver's license was issued.

First Name: Make sure you input the proper name of your applicant. You should always check the name associated with the applicant's social security card. Once a report has been run, it will also list any and all AKA's associated with the applicant's social security card. Do not use apostrophes, hyphens, commas, periods or extra spaces

Last name: Last name as it appears on the applicants Social Security Card

DOB Month: Date of Birth Month, use drop down, **DOB Day:** Use drop down, **DOB Year:** Use drop down no dashes or slashes, only as it appears to read on the system as indicated

Street Number: Use numbers ONLY for example if the street number is 4854-A only put in 4854 and omit the A. The system can only read the number input. **Street Name:** Put the name of the street only, DO NOT INPUT if it's an AVE, DR, CIR, ST. The system can only register the exact name of the street.

Unit Number: This is the unit number that someone may be living in, for example if they're living in an apartment or condo, **only input the NUMBER omit any dashes** -for example A-12, the system will reject your input, it can only read the number and no letters following. Again type the number or letter only.

State: Use drop down to include state

Zip Code: Use zip code for area use only, no dashes that would follow only 5 digit code.

Permissible Purpose: Employment Screening

Optional Fields: for address should be used if your applicant has not lived in the same residency for less than 5 years. Follow above procedures for input of data.

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If you are a client that will be running numerous reports each month, Protection Plus Solutions will provide your company with a Corporate Account. Corporate accounts will still need to have a credit card on file with us for billing purposes. Protection Plus Solutions will however provide you with a credit limit to be used for each report that is run. If you will notice above, the original credit limit for this client was \$3000, they have used \$15 of their available credit to run a Perfect Record Report. As they continue to run reports for the month, the credit limit will show them exactly how much they will have left each time a report has been run. This allows for internal billing controls for your company and also allows you to keep your background screening budget under control.

Protection Plus Solutions bills on the 1st of each month. At that time the credit card we have on file for your company will be billed. Companies that pay by check must be pre-approved for this type of billing. **Payment submitted by check is also due on the 1st of each month and delinquent on the 6th of each month.** Accounts that are later than 6 days delinquent will adhere a 15% late charge to their account.

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