

# Truth in Advertising

Selection Management Systems, Inc. (“SMS”), via its proprietary Fastrax® Select application, offers dozens of criminal and pre-employment background screenings and verifications. As an information piece for customers, below are detailed descriptions of the most common services offered. For additional information, to seek answers to specific questions about those services listed below, or to inquire about other products and services, please contact SMS at 1-800-361-8607.

## SSN Trace

A Social Security Number Trace (“SSN Trace”) uses the applicant’s Social Security Number to obtain address history information, which is provided by an aggregate of databased information supplied by credit reporting agencies. The information provided by the SSN Trace feeds those name variations and aliases into any number and combination of other reports. It is the foundation upon which a criminal history record is built.

## Search America™

A proprietary national criminal database, Search America™ is the perfect compliment for any criminal records check and oftentimes serves as the starting point for a successful search. An SSN Trace can be combined and fed into Search America™ populating records provided by hundreds of databases from every state and permanently-inhabited territory (including the District of Columbia, Guam, Puerto Rico, the Northern Mariana Islands, the U.S. Virgin Islands, and American Samoa) in the United States. Information comes from more than 1,500 sources including the Administrative Office of the Courts, Departments of Correction, Sex Offender Registries, as well as county court record information from cooperating jurisdictions. Search America™ also pulls from a large list of national security and international sources, including INTERPOL’s Most Wanted List and the Office of Foreign Assets Control (“OFAC”) terrorist watchlist.

## County Criminal Record Search

The County Criminal Record Search is used to obtain criminal record information from any of the 3,242 counties in the United States. Record information may be obtained electronically either over a court-provided source or at the courthouse via public access terminals. There are jurisdictions where record information is not electronically available, and in those counties, record researchers or court clerks directly are utilized to obtain criminal record information directly from the courthouse. The scope of the information provided is determined by client preference and limited by state and federal guidelines.

The County Criminal Record Search is utilized to verify potential criminal records found by Search America™ or to backfill counties/jurisdictions that do not make record information digitally available. The address history is used to determine which jurisdictions need to be searched.

## Federal Criminal Record Search

Federal cases are searched independently of state or county criminal records, as the courts in question are separate of each other. Federal case information is searched electronically from the 94 United States District Courts, and jurisdictions are ordered are potentially based on the SSN Trace information. Each district court is ordered separately, and information reported adheres to the guidelines of the FCRA and the preference of the client.

## **Employment Verifications**

SMS will verify prior employment by directly contacting and speaking with previous employers, as provided by the applicant. Additionally, we maintain account access with many of the employment database services such as The Work Number, Tenstreet and DriverFACTS. Each employer to be verified is created as a separate search, and requested information can range from basic employment data (start/end dates, job title, etc.) to more-detailed Department of Transportation (“DOT”) Employment Verifications.

## **Education Verifications**

SMS can also verify the education history of an applicant. Each educational institution is verified individually as a single search. Information obtained may include the dates of attendance, graduation date, degree, major, and Grade Point Average (“GPA”). Verification of international colleges and universities is available and is subject to added access fees from the source institution.

## **Personal Reference Verifications**

SMS contacts Personal/Professional references by phone or email and the list of questions to be used are configurable to adhere to the requesting organization’s individual requirements. Each reference is verified as an individual search.

## **Motor Vehicle Records Search**

Driving record information is obtained from the state of origin electronically, with results populating within minutes for most states. This search provides license validity, suspensions, and driving violations (depending upon the state in question). The information provided adheres to each state’s specifications.

## **Credit Checks**

SMS provides credit checks only on applicants who are working in financial institutions, who will be handling company money or finances, or who will be working in a position where there is a potential to commit fraud. An onsite inspection is required for all companies requesting this sensitive information. The credit report contains information such as civil judgments, tax liens, bankruptcies, credit and payment history, as well as collections records, and is provided through an integrated platform by TransUnion. A credit score is not available through this search.