

ESS STANDARD REPORT ORDER FORM



1. Make sure your applicant has completed, signed and dated the ESS "Release and Authorization" form.
2. Indicate below the reports you wish to obtain on your applicant.
3. Complete the right hand section of this form. Enter comments in the Special Instructions section.
4. Fax this form, the resume, the employment application, and the "Release and Authorization" form to: 800-321-2905
5. For assistance, call our Customer Support Line at 800-473-7778 (6:00 AM to 5:00 PM, PST, M-F)

REPORT PACKAGES

- "Quick-Check" Package** \$45 \$ _____
 - Criminal History Search * (*One Location*)
 - Identification Report **OR** Credit Report
 - Social Security Number Trace
- "Basic" Package** \$75 \$ _____
 - Criminal History Search * (*One Location*)
 - Identification Report **OR** Credit Report
 - Social Security Number Trace
 - 5 year Basic Employment Verification
- "Comprehensive" Package** \$105 \$ _____
 - Criminal History Search * (*One Location*)
 - Identification Report **OR** 2 Credit Reports
 - Social Security Number Trace
 - 5 year Comprehensive Employment & 3 References
 - Degree Verification
- Add Motor Vehicle Report* to Above Package** \$7 \$ _____
 - Drivers License # is required for ordering MVR

INDIVIDUAL REPORTS

- Business Credit Report \$40 \$ _____
 - Civil Litigation Report * (*One Location*) \$24 \$ _____
 - Credit Report (*With Financial Data*) \$12 \$ _____
 - Identification Report (*No Financial Data*) \$12 \$ _____
 - Criminal History Search* *First Search (One Location)* \$24 \$ _____
 - Criminal History Search* *Additional Search (Per Location)* \$19 \$ _____
 - Criminal History Search* *Metro Search (Where Available)* \$ _____ \$ _____
 - Criminal Federal Records Search (*One Location*) \$8 \$ _____
 - Criminal Sex Offender Search* (*Where Available*) \$10 \$ _____
 - Criminal National Wants & Warrants Search \$13 \$ _____
 - Degree Verification* (*Without Transcripts*) \$10 \$ _____
 - Drug Testing Standard (*Call for info on other tests available*) \$45 \$ _____
 - Education Verification* (*With Transcripts*) \$15 \$ _____
 - Employment Verification* *2 year Basic* \$23 \$ _____
 - Employment Verification* *5 year Basic* \$35 \$ _____
 - Employment Verification* *2 year Comp & Ref* \$35 \$ _____
 - Employment Verification* *5 year Comp & Ref* \$55 \$ _____
 - Federal Records Search - *Bankruptcy (One State)* \$8 \$ _____
 - Federal Records Search - *Civil (One State)* \$8 \$ _____
 - Motor Vehicle Report* (*Requires Drivers License #*) \$7 \$ _____
 - Professional License Verification (*Indicate Type & State*) \$15 \$ _____
 - Reference Check (*One*) \$10 \$ _____
 - Social Security Number Trace \$10 \$ _____
 - Worker's Compensation History* (*Job Offer Required*) \$18 \$ _____
- Total Order** \$ _____

Applicant To Be Screened:

 First Middle Last
 Social Security #: _____
 Position Applied For: _____
 Employment Verification: (*if applicable*)
 May we contact the current employer? _____
 Drivers License # & State: (*if applicable*) _____
 Criminal Search Location(s): (leave blank
 if you want ESS to choose appropriate location)

SPECIAL INSTRUCTIONS

ESS Account #: _____
 Ordered By: _____
 Phone: _____
 Date / Time: _____
 Receive Report By: _____
 Fill in the appropriate information to receive your report:

- FAX #** _____
ESS to call before faxing?
- E-mail:** _____
- IRAS: Internet Report Access System**
*If you would like more information
 on this system please contact
 Customer Support at 800-473-7778*

*Some entities charge a fee to access records.

Visit the Client Services Website for updated listings at

www.essclientservices.com

UserName: ESS Password: employment