

## **Tips to Facilitate a Speedy Background Check Completion With American Background (AB)**

- Ensure that the Employment Background Investigation Authorization form is completed and signed by the candidate and include it with the rest of the background check request packet.
- When submitting a vita/resume instead of an application, ensure that employer contact information is provided to include City, State and Phone Number for each employer. NOTE: Only employment within the last ten (10) years requires verification.
- International Employment – If the candidate has worked or attended school outside of the U.S. within the past 7 years, American Background will need to complete an international criminal check. To complete this check, you will need to include the candidate’s home address(es) for each international location. Please provide this information on a separate sheet of paper – sample attached.
- Review the application to ensure that information is complete and legible. Faxes are sometimes hard to read. Using a dark pen will assist with the process.
- Provide a direct contact number at initiating department for any questions regarding the faxed request packet.
- Additional Fees (over Package fee)
  - Your department could assess one or more of the below listed fees. Many of these fees are *avoidable* by ensuring that the information provided to American Background is complete and accurate as indicated in the Tips above.

	<u>Description/Comments</u>	<u>Fee</u>
<b><u>Avoidable Fees</u></b>		
Missing Information Fee	If vital information*, e.g. SSN or birthdate, is missing from the request packet, AB makes attempts to collect the information needed. <i>NOTE:</i> The search process is suspended until the required information is received. * this information is collected from candidate on the <u>Employment Background Investigation Authorization</u> form, ensuring that this form is complete and included in the request packet may avoid this fee.	\$4.50
Cancellation Fee	If missing information is not made available to AB within five business days, the request will be cancelled & charge will apply.	\$15.00
Employment Verification Research Fee	Missing contact information for former and current employers, e.g. phone number will assess this fee.	\$1.50/ missing phone #
<b><u>Occasional &amp; Unavoidable Fees</u></b>		
(Third Party) Verification, Court Access or Motor Vehicle Record Fees	These fees are unavoidable and dependent on employer, or agency.	Varies – Schedule Available, Contact HR

## **International Home Addresses**

Include this sheet to provide home addresses for any employment outside of the United States during the past 7 years.

Name of Candidate:

International Employment Location:

Home Address:

City:

Country:

International Employment Location:

Home Address:

City:

Country:

International Employment Location:

Home Address:

City:

Country:

International Employment Location:

Home Address:

City:

Country: