



## The Core Components Of All Background Checks

We are frequently asked, “What type of background check should I run?”

While there is no “one-size-fits-all” background check for every position, there are a core group of searches that should be included in almost all background checks. The key objective is to cover all your bases by running a comprehensive combination of criminal searches.

### What Are The Core Components?

- ✓ Social Security Number Trace
- ✓ County Criminal Court Search
- ✓ National Criminal Database Search
- ✓ Federal Criminal Court Search
- ✓ Sex Offender Registry Search
- ✓ Terrorist Watch List Search
- ✓ Wants & Warrants Search

Each component of the background check serves an essential purpose:

**Social Security Number Trace:** Validates the information provided by your applicant, identifies potential alias names and provides an address history which is used when running criminal record searches. This is the first search in the background check process.

**County Criminal Court Search:** By accessing court records at the source, we are searching the most accurate and up-to-date criminal court records available. This ensures the background check only contains reportable criminal records.

**National Criminal Database Search:** Checks criminal record databases from all 50 states. This expands your search and can show offenses outside the targeted locations of your applicant’s address history.

**Federal Criminal Court Search:** Reports federal crimes committed against the US government. These offenses don’t typically appear in a County or State Criminal Search. Such offenses include fraud, embezzlement, interstate drug trafficking, kidnapping, identity theft and tax evasion.

**Sex Offender Registry Search:** Search hundreds of thousands of registered sex offenders nationwide. This includes a multi-state and single state sexual offender registry check. All reportable records are verified at the source to ensure accuracy.

**Terrorist Watch List Search:** Search domestic and international terrorist watchlists, US and foreign sanctions and excluded parties list systems..

**Wants & Warrants Search:** Search criminal databases from state facilities, county courts and correctional institutions to locate active warrants with an extraditable status.

Background checks with these core components are like a powerful insurance policy that protects your business. Additional searches can be included, such as employment or education verifications, motor vehicle records searches and anything else you need to make an informed decision.

## Why Does It Matter?

Similar to insurance, it's equally important to know what's actually included or covered in your policy rather than merely having insurance. Background checks work the same way. Knowing what is included in your background check is just as important as the process of running background checks.

Running a comprehensive combination of criminal searches demonstrates you are performing the necessary due diligence by confirming the eligibility and proper placement for each new team member.



### If Something Goes Wrong

A background check cannot predict the future, but it can provide you key information regarding your applicant. In the event something adverse happens involving one of your employees, contractors or volunteers, questions will arise:

“What did you do to prevent this event from happening?”

“Did you run a background check before onboarding?”

“What type of searches were included in the report?”

“Has this person been re-screened in the last year?”

We see too many terrifying stories about organizations who have hired people who committed crimes while on the job only to be later revealed that they've had serious criminal offenses in their past that should have been red flags. Had this information been known in advance, they may not have been deemed qualified for the job or could have been placed in different positions.



### New Decisions From The Ninth Circuit Court

The Ninth Circuit recently confirmed a fact we mention frequently: a disclosure cannot contain any additional content. They stipulated this includes content for a California Investigative Consumer Report (ICR). An ICR disclosure must list the types of information that could be included in the report, such as opinions about a candidate's work ethic or mode of living.

The court determined that combining an ICR disclosure with a standard FCRA compliant disclosure could cause confusion. The two disclosures must be separate documents. Neither may contain additional content including liability waivers, position requirements or administrative statements.

## Need Assistance?

Backgrounds Online cannot provide legal advice, but we have a highly trained team to help you through the background screening process. Schedule a call with your Account Manager to learn what we can do for you.

If you have questions about anything related to background screening, please contact us. Our highly trained team is here to assist you via phone, chat or email Monday through Friday from 5am to 6pm PT.