



GLOSSARY OF DEFINED SERVICES

Database Searches

Social Security Number Trace- Search of credit bureau files or other aggregate database files to authenticate the subject's SSN and name. Search may show prior addresses and other names (including maiden/ *alias* a.k.a.) associated with the subject. This search may also uncover evidence of identity theft and/or deceased numbers.

Social Security Number Validation - The Social Security Number Validation will validate the social security number by comparing the applicant's SSN to the Social Security Administration's formula for order of issuance.

Credit Report - A search of the credit bureau files. Search may show consumer credit activity covering a seven year period detailing overdue or slow account, charge off, collections, suits, tax liens, public records, judgments and bankruptcies.

Drivers License Abstract - Search of the state Bureau of Motor Vehicle records for driver information including status, **accidents**, suspensions and violations.

Worker's Compensation Search - Search of state bureau of worker's compensation records for current and past lost time injury or medical only worker compensation claims.

Department of Health and Human Services, Office of Inspector General (OIG) Sanction List - A search of the Department of Health and Human Services, Office of the Inspector General **(010) List of sanctioned and excluded** parties.

General Services Administration (GSA) Excluded Parties List - A search of the U.S. General Services Administration (GSA) list of excluded and debarred parties.

Office of Foreign Asset Control (OFAC) Search - A search of the most recent, master list of "*Specially Designated Nationals and Blocked Persons*" that is made available by OFAC.

National Bankruptcy, Lien, and Judgment Database Search - National database search of Bankruptcies including chapter 7, 11, and 13, state and federal tax liens, and judgments liens.

Others may include searches such as the FDA search, FAGIS, National Practitioner Databank, etc.

Criminal Record Searches

County Criminal Conviction Search - A search for criminal convictions at the appropriate state (county) court adjudicating crimes against a state's criminal code. This search will reveal all felony convictions as well as felony charges reduced to misdemeanor charges thus resulting in misdemeanor convictions. Courts are searched directly at the source via in person, the court's Internet web site, or direct connection into the court's index.

County Misdemeanor Criminal Conviction Search - A search conducted in a county repository (Court) that combines misdemeanor records for all municipal courts located within a county. Courts are searched directly at the source via in person, the court's Internet web site, or direct Connection into the court's index.

Municipal Criminal Conviction Search - A search conducted at the appropriate municipal court adjudicating crimes against a city code. Courts are searched directly at the source via in person, the court's Internet web site, or direct connection into the court's index.

Federal Criminal Conviction Search - A search for criminal convictions at the appropriate federal district court adjudicating crimes against the United States Code. Courts are searched directly at the source via in person, the court's Internet web site, or direct connection into the court's index.

National Criminal Database Search - A search of multi-geographical, aggregate criminal databases.

State Criminal Database Search - A search of any number of criminal databases available in a particular state. Databases range from state department of corrections databases to proprietary criminal databases built by private entities.

State Repository Criminal offistory Search - A search of a state's official criminal repository managed by a State Agency. Not available in all states.

Sexual Offender Database Search - A search of any number of sexual offender databases or registries. Databases may be national, state or local in scope and provided by both private and public governmental entities.

Verification / Reference Interview Services

Employment Verification - The process of verifying a person's past and/or present work history by contacting their past and/or present employers or any of the automated verification systems available.

Professional Trade License / Certification Verification - The process of verifying a person's occupational certification or licensing by contacting the various state agencies that maintain and coordinate the licensure process.

Education Verification - The process of verifying a person's scholastic history by contacting the educational institutions or any of the automated verification systems available.

Professional Reference - Questioning of a candidate's professional reference via phone interview, in-person interview, or faxed, mailed or electronic questionnaire.

Personal Reference Interview - Questioning of a candidate's personal reference via phone interview, in-person interview, or faxed, mailed or electronic questionnaire.

Developed Reference Interview - Questioning of a candidate's professional or personal reference, as determined and identified by the interviewer, via phone interview, in-person interview, or faxed, mailed or electronic questionnaire.

Military Service Verification - The verification of prior military experience by contacting United States Military Records or by contacting the personnel office at the location where a candidate was stationed.

Public Record Searches

Municipal Civil Record Search - Search for civil lawsuits at the appropriate municipal court. Courts are searched directly at the source via in person, the court's Internet web site, or direct connection into the court's index.

County Civil Record Search - Search for civil lawsuits at the appropriate county court. Courts are searched directly at the source via in person, the court's Internet web site, or direct connection into the court's index.

Federal Civil Record Search - Search for civil lawsuits at the appropriate federal district court. Courts are searched directly at the source via in person, the court's Internet web site, or direct connection into the court's index.

Bankruptcy Record Search - Search for criminal convictions at the appropriate federal Bankruptcy Court. Courts are searched directly at the source via in person, the court's Internet web site, or direct connection into the court's index.

Federal Tax Lien Record Search - Search at the appropriate county court / county office.

State Tax Lien Record Search (county) - Search at the appropriate county recorder or like office.

County Civil Record Search - Search for civil lawsuits at the appropriate county court. Courts are searched directly at the source via in person, the court's Internet web site, or direct connection into the court's index.

Federal Civil Record Search - Search for civil lawsuits at the appropriate federal district court. Courts are searched directly at the source via in person, the court's Internet web site, or direct connection into the court's index.

Drug screening overview

- Complete array of drug testing services offered, including urine testing, hair, oral fluid, instant test kits, alcohol test kits, and much more
- Multiple SAMHSA certified laboratories offer unlimited testing capacity with full redundancy - you won't experience delays during natural disasters or inclement weather because we can forward the specimens to any of our laboratories
- Incredible turnaround times, offering next day reporting of negatives and guaranteed seventy-two hour positive reporting

Laboratory Drug Testing

- **Oral Fluid Testing** - Oral fluid collection devices help simplify the collection process and allow almost anyone, at any location, to obtain a specimen while still preserving the donor's dignity. Collection devices like Intercept are designed to allow for non-invasive self-collection under direct observation, thus minimizing the risk of adulteration.
- **Standard Urine Testing** - One of the most common ways of screening, urine testing is an accurate and reliable way to test for drugs of abuse, which can detect casual drug use that occurred within 72 hours.
- **Hair Testing** - A non-invasive, adulterant-resistant test for the 5 most common classes of drugs (Including Ecstasy), hair testing provides accurate results and up to a 90-day history of drug use.
- **Street Drug Testing** - Our drug testing product line includes testing for some of today's newest Street drugs, such as ketamine, Ecstasy and oxycodone.
- **Adulteration Testing** - Specimen validity testing, you can ensure the integrity of your urine drug test by measuring pH, creatinine levels and specific gravity and testing for adulterants that may be added to the urine specimen. The adulterants detected include household chemicals (e.g., bleach), glutaraldehyde, nitrites, chromates and other oxidizing agents such as halogens. Oxidants are tested by class and not just individually. All "invalid results" are automatically tested twice to ensure accuracy. Also, specimens that are suspected of containing certain prescription and non-prescription drugs that may interfere with the screening analysis are automatically tested again using an alternate methodology.

- **Healthcare Professional Panel** - Addressing the potential drug abuse by healthcare professionals, this panel detects a wide variety of narcotics and sedatives available to professionals in the healthcare industry.
- **Steroid Testing** - Over the past decade, anabolic steroid abuse and the use of other performance-enhancing drugs has become a national concern. Our steroid testing detects over 20 different anabolic agents (and their metabolites) commonly used by bodybuilders, distance runners and other athletes. These steroid panels also include testing for masking agents (e.g., probenecid, a marginally effective drug used for blocking the urinary excretion of some steroids). In addition, our comprehensive sports testing panels test for other performance-enhancing drugs including stimulants, narcotics, beta-blockers and diuretics that may be abused by athletes. These panels utilize gas chromatography/mass spectrometry (GC/MS) technology for drug identification and confirmation.
- **Alcohol Testing** - Offered as laboratory-based urine or blood tests, our alcohol test provides rapid, accurate and reliable results.

Point-of-Collection Testing

Our wide variety of on-site, instant drug testing products offers employers convenient, self-contained, one-step screening for illicit drug use and yields rapid, reliable results. We also offer a full line of instant-result, urine-based drug testing products.

- **Express Results** - is an on-site, self-collection, oral specimen testing device that provides easy-to-read results within 15 minutes. This non-invasive, tasteless test can detect drugs not available in traditional urine drug screens. Also, since the sample is collected under direct supervision, there is a reduced chance of sample specimen adulteration.
- **Rapid Drug Screen®** - Test a urine sample on-site and obtain results within a matter of minutes. Testing can be conducted for 1 to 10 drugs at one time, and you can read the results for up to 60 minutes.
- **Rapid Tec CupTM** - Rapid Tec Cup offers all the features of the Rapid Drug Screen® but also features a lid that has a built-in test strip. This virtually eliminates the possibility of urine contact and provides a convenient all-in-one solution. Testing is available for the 5 most common classes of drugs.
- **Q.E.D** - Designed for alcohol-use detection, the non-invasive Q.E.D.® on-site saliva test provides highly accurate results with quick readouts. It meets federal requirements for alcohol testing and is also approved by the Department of Transportation.
- **Ecstasy Testing** - Available as an on-site urine or oral fluid test kit, our Ecstasy tests provide fast, reliable results for this very popular street drug.
- **Adulteration Testing** - Developed to detect the use of foreign substances (ingested or added to a specimen) that prevent the detection of drug use, our instant adulteration product is an essential part of a comprehensive drug testing program.

Random Selection Services

- Random selection programs are available for Department of Transportation and other employee bases. The programs can accommodate multiple locations and pools.
- We can also help you set up a drug-free workplace and manage your entire program.