



## STANDARD ELEMENTS FOR: **BACKGROUND SCREENING REQUIREMENTS**

### Background Screening Package Requirements Table

COMPONENT	REQUIREMENT
<b>Personnel Types</b> <b>*Note(1)</b>	<ul style="list-style-type: none"> <li>• Personnel Entering a Policyholder’s Premises:  <input type="checkbox"/> Owners   <input type="checkbox"/> Employees   <input type="checkbox"/> Subs   <input type="checkbox"/> Not Required</li>   <li>• Personnel at Job Site, but Not Entering a Policyholder’s Premises:  <input type="checkbox"/> Owners   <input type="checkbox"/> Employees   <input type="checkbox"/> Subs   <input type="checkbox"/> Not Required</li>   <li>• Personnel who remain off-site, but have access to Claim Data:  <input type="checkbox"/> Owners   <input type="checkbox"/> Employees   <input type="checkbox"/> Subs   <input type="checkbox"/> Not Required</li> </ul>
<b>Frequency</b>	<input type="checkbox"/> Every 3 Years (Most Frequent Specification) <input type="checkbox"/> Every 2 Years <input type="checkbox"/> Every Year
<b>Address History Processed</b> <b>*Note(2)</b>	<input type="checkbox"/> Last 7 Years (Most Frequent Specification) <input type="checkbox"/> Last 10 years, where permitted <input type="checkbox"/> Back to Age 18
<b>Results History Considered</b>	<input type="checkbox"/> Last 7 Years (Most Frequent Specification) <input type="checkbox"/> Last 10 years, where permitted <input type="checkbox"/> As Far Back as Legally Available
<b>Names Searched</b>	<input type="checkbox"/> All Names, Aliases and AKAs (Most Frequent Specification) <input type="checkbox"/> Legal Name Only
<b>SSN Trace Check</b> <b>*Note(3)</b>	<input type="checkbox"/> SSN Trace Required (Most Frequent Specification) <input type="checkbox"/> Not Required
<b>SSN Trace Failures</b>	<input type="checkbox"/> Process Remaining Checks <input type="checkbox"/> Do Not Process Remaining Checks <input type="checkbox"/> Confirm SSN Using SSA CBSV
<b>National Criminal Check</b>	<input type="checkbox"/> National Criminal Required (Most Frequent Specification) <input type="checkbox"/> Not Required
<b>Statewide Criminal Check</b>	<input type="checkbox"/> Not Required (Most Frequent Specification) <input type="checkbox"/> Statewide Criminal Required
<b>Federal Criminal Check</b>	<input type="checkbox"/> Federal Criminal Required (Most Frequent Specification) <input type="checkbox"/> Not Required



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<b>County Criminal Check</b> <b>*Note(4)</b>	<input type="checkbox"/> County Criminal Required (Most Frequent Specification) <input type="checkbox"/> Not Required
<b>Sex Offender Check</b>	<input type="checkbox"/> 50-State Sex Offender Required (Most Frequent Specification) <input type="checkbox"/> Not Required
<b>Gov't Watch List / OFAC Check</b>	<input type="checkbox"/> Gov't Watch List / OFAC Required (Most Frequent Specification) <input type="checkbox"/> Not Required
<b>Motor Vehicle Record</b>	<input type="checkbox"/> Not Required (Most Frequent Specification) <input type="checkbox"/> MVR Required on Personnel with License
<b>County /Federal Civil Check</b>	<input type="checkbox"/> Not Required (Most Frequent Specification) <input type="checkbox"/> Owners Only <input type="checkbox"/> Owners and Employees <input type="checkbox"/> Owners, Employees and Subs
<b>Personnel Credit Check</b>	<input type="checkbox"/> Not Required (Most Frequent Specification) <input type="checkbox"/> Owners Only
<b>Business Affiliation Check</b>	<input type="checkbox"/> Not Required (Most Frequent Specification) <input type="checkbox"/> Owners Only
<b>Work Eligibility</b>	<input type="checkbox"/> Not Required (Most Frequent Specification) Required For: <input type="checkbox"/> Owners Only <input type="checkbox"/> Owners and Employees <input type="checkbox"/> Owners, Employees and Subs Requirement: <input type="checkbox"/> E-Verify <input type="checkbox"/> I-9
<b>Handling of Pending Dispositions</b> <b>*Note(5)</b>	<input type="checkbox"/> Review On-Hold Until Resolved (Most Frequent Specification) <input type="checkbox"/> Not Considered

\* Note 1: Example of "Personnel at Job Site, but Not Entering a Policyholder's Premises" such as Roofers.

\* Note 2: Criteria selected here will produce the list of States / Federal Districts / and Counties where reports will be run on the applicant.

\* Note 3: The purpose of the SSN Trace is an investigative tool that may provide information on an individual's name, history, present and past addresses, and potentially revealing names and address history not previously disclosed by the applicant under which additional history may exist. The names may reflect AKA's such as previous legal names, such as maiden names, as well as variations of legal names used. The address history can sometimes identify jurisdictions used to search for criminal records. The purpose of the SSN Trace is NOT to verify a SSN or to determine work eligibility.



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*\* Note 4: In some States, the Statewide Criminal Check can be considered comprehensive and/or might be the only option instead of running the County Criminal Check. Example would be New York.*

*\* Note 5: Examples of Pending Dispositions are Pre-Trial Diversion Program; Deferred Adjudication Program; Pending Trial; Open/Active Warrant.*

DRAFT - FOR DISCUSSION