



## DESCRIPTION OF SEARCHES

### Company Overview

**World Wide Backgrounds** is an innovative and creative full service Background Investigation firm. We have assembled the most extensive, diverse and highly trained group of current and former Public Safety and Military Personnel ever assembled in the nation. It is through this consortium that we have reached world-class status.

World Wide Backgrounds, specializes in providing unique solutions to all investigation issues. Utilizing our diversity, we have developed methods which far exceed the current industry standards in the areas of Pre-Employment/Background Investigations and Private / Corporate investigations.

World Wide Backgrounds, personnel have participated in providing Background investigations services for some of the nation's most prestigious companies in various locations across the nation. With the relationships and working methodologies that have been formed in the Public Safety arena over an extended period of years, we have greatly increased our ability to attract the highest level of professional personnel. As a founding member of the National Association of Professional Background Screeners ([NAPBS](#)), our staff is experienced in handling sensitive and confidential information and understands the importance of fair and accurate reporting.

The mission of our background department is to help facilitate and automate the decision making process of employers and assure complete compliance with EEOC, ADA, and FCRA guidelines.

### Pre-Employment / Background Investigations

The best resource of any business is its people. Each individual your company hires represents a considerable investment in your company's future. We help to assure that your investment is a solid one, saving you time and money that may be wasted by hiring the wrong person.

Companies lose billions of dollars every year because of internal theft, dishonesty, violence in the workplace and negligent hiring lawsuits. Our staff is experienced in handling sensitive and confidential information and understands the importance of fair and accurate reporting. World Wide Backgrounds' screening service offers an easy-to-manage program with data security standards that exceed legislative and regulatory requirements for consumer reporting agencies.

World Wide Backgrounds is unique in offering a full range of pre-employment/background investigative services to all our clients. All of our services can be tailored to meet any demand and customized to your specific needs. As a leader in the pre-employment screening industry, World Wide Backgrounds assigns our clients a dedicated Account Manager which will handle all aspects of your investigation from the initial order, to the completion of your investigative report. Your dedicated Account Manager has the expertise to meet all your needs regarding your pre-employment screening program.



## Benefits of using World Wide Backgrounds

- Comprehensive web interface system which allows clients to rapidly enter and receive information from any internet based location via a secure 128 bit encrypted website 24/7.
- Advanced R/G system allows our clients the option to receive notification with an eligible or not eligible status based on the clients pre-determined hiring criteria.
- Customized reporting options, process monitoring and online billing.
- Dedicated Account Manager assigned to each client Account.
- Customized packages and pricing to meet your company's needs.
- Full Range of International searches available.

## Description of Searches

**Social Security Trace:** Verifying the information provided by an applicant concerning his or her identity and history of residences is the foundation of any good background investigation. This Social Security information reveals all counties that the applicant has resided, allowing us to perform an accurate search. Social Security information is accessed in order to determine whether your applicant is the valid user of the Social Security Number, as well as verify the applicant's full name, additional names used, age, date of birth, address, dates at listed addresses and phone numbers. This ensures the appropriate counties are searched for criminal records.

**County Criminal Records Search:** A Criminal Record search consists of a physical search of the Court's Index and Dockets which reveal possible Felony and/or Misdemeanor records. There are three levels of courts within the United States Justice system; State and Municipal/Local courts. The most common court search is the county level court search. We search local, state and federal court records from all fifty states and provide international checks in over 175 countries.

**Full 7 Year County Criminal Records Search (Recommended, most thorough):** A Criminal Record search consists of an applicant's Social Security Trace, (see search description above) all counties found within a 7 year scope. This is a complete 7 year search of every county found in an applicant's address history. WWB goes directly to courthouse and performs a physical search of the Court's Index and Dockets which reveal possible Felony and/or Misdemeanor records.

**Federal Criminal Search:** A Federal Criminal Record search. The Federal court system is a separate court process from the county court system. Federal records are searched at the state's district level. Note, identification of federal records can be difficult to retrieve due to lack of identifiers in the federal court system. There are 92 Federal courts within the United States. Federal crimes such as: Conspiracy, Counterfeiting, Healthcare Fraud, Bank Robbery, Kidnapping can be found.



**National Criminal Index Search:** The USA Criminal Index contains information on convicted felons, individuals that are or have been under the supervision of a State Department of Corrections and some individuals convicted of misdemeanors. There are over 180 million offender records, including felony conviction information, State Department of Corrections records, and some misdemeanor information. The file also contains 20 million alias names, 295 million offenses and 120 million sentences.

**National Sex Registry:** This search will provide a report of sex registrant information nationwide on a county or state basis. This will provide information on state registered individuals convicted of sex crimes.

**Terrorist Search:** This search provides information on Specially Designated Nationals and Blocked Persons. It will reveal if the applicant is blocked by the United States Government from entering or conducting financial business within the United States.

**Global Security Search:** This is formally our Homeland Security Search, which now includes over 1600+ Watch lists, Sanctions lists and Politically Exposed Persons Lists, as well as National and International Terrorist, Fugitive and Debarment Lists from over 200+ Countries. It will reveal if the applicant is wanted by the FBI, CIA, ATF and Interpol, just to name a few. It will also reveal if the person is barred from doing any financial transactions within the United States and Internationally.

**Civil Records:** Civil records searches are conducted at the appropriate civil court level (i.e. small claims, family court, probate court, etc.) These searches may divulge lawsuits, unlawful retainers, dissolutions of marriage and child custody disputes just to name a few. We search local and federal court civil records from all fifty states and provide international civil checks in over 175 countries.

**Driving Records:** This search provides information on an individual's driving history. An applicant's driving history provides insight into his or her background and character. This report includes validity of license, restrictions, suspensions, revocations and traffic convictions, including criminal traffic such as DUI (driving under the influence), driving without insurance and more. These records are obtained directly from the Motor Vehicle Department in each state, not from a potentially outdated database.

**Professional License Verification:** This search will provide verification of professional license(s) claimed by the applicant. Information verified can consist of license type, date of issuance, expiration date, current standing, licensed issuing authority and any restrictions on the license.

**Online I-9 Verification Services:** Simplify and improve the efficiency of your Form I-9 process by having the ability to Electronically store and retrieve active and inactive I-9 Forms, providing anytime, anywhere secure paperless access for updating, re-verification and Governmental inspection as dictated by law. Use our self-correcting electronic Form I-9, virtually eliminating processing errors and simplifying the document completion process.

**Employment Verification Services (EVP):** Our state of the art online Employment Verification Process communicates instantly with the Department of Homeland Security (DHS) which will easily identify current employees with fraudulent Social Security numbers through the SSA's Employee Verification Service (EVS).



**Education Verification:** This type of search will verify an applicant's educational history, and provide information such as dates of attendance, graduation date and degree obtained. Verification can be obtained from a university, college, high school/GED institution, and vocational or a trade school.

**Employment Verification:** This search looks for gaps in work record and inconsistencies between the information on the application and the prior employers' statements. With this type of search, we will verify information with former employers, including dates of employment, salary, job title(s), reason for leaving and eligibility for rehire.

**Professional References:** After first determining how long the reference has known the individual and the nature of their relationship, we then find information about the individual's character, productivity, punctuality, interpersonal skills, management skills, employability, strengths and weaknesses, responsibilities and achievements. If you have specific information that you are seeking, we can design legally-worded customized questions to obtain the information you need.

**Credit Report:** Credit Report information is critical in assessing an applicant's financial responsibility and any potential motivation for the misuse of funds. While this report should always be conducted on applicants with financial responsibilities, it is also a good tool to use for any applicant with access to sensitive data, client premises, or inventory. The credit report will reveal information about the applicant's debt load, payment history, and any public record information (such as judgments, liens, and / or bankruptcy).

**FAA License Verification:** Verifies Aviation, Mechanic, and Instructor license status with the Federal Aviation Administration; also provides Medical Classification and certificates of current flight ratings.

**System for Award Management (SAM)** The System for Award Management (SAM) is the electronic version of a Federal Government owned and operated individual and entity list that consolidates the capabilities in **CCR/FedReg**, **ORCA**, and **EPLS**. Future phases of SAM will add the capabilities of other systems used in Federal procurement and awards processes. SAM houses a combination of all Parties Excluded from Federal Procurement and Non-procurement Programs (Lists), which identifies those parties excluded throughout the U.S. Government (unless otherwise noted) from receiving Federal contracts or certain subcontracts and from certain types of Federal financial and non-financial assistance and benefits.

**Workers Compensation:** This search will identify an individual's history of claims for injury while on the job. Worker's Compensation records vary from state to state regarding the volume of information. At a minimum, most include date of accident, case number, status of claim, description of accident (including body part injured), employer's name at the time of accident, and time lost. Some reports include compensation and disability.

**Drug Testing:** The goal of drug testing applicants is to discourage users of illegal drugs from applying to your organization, and to identify those who do apply before they are hired. The benefit is that drug testing identifies substance abusers. This is important because employees with substance abuse problems cost you time and money.



## Description of Searches – Medical

**FACIS Level 1:** Conducts a search of the sanction information as taken by the OIG, the GSA and other federal agencies. The information reported in this level meets the government's minimum requirements for sanction screening as set forth in the OIG's Compliance Program Guidance.

**FACIS Level 2** combines the Level 1 search of the federal agencies with disciplinary action information from multiple agencies and one state of choice.

**FACIS Level 3** is the most robust search option, allowing you to conduct a search of disciplinary actions taken by federal agencies as well as those taken by licensing and certification agencies in all 50 states. This is the most comprehensive search method available.

**OIG (Office of Inspector General) Searches and State Exclusion lists:** This is a search of individuals and entities that are prohibited from participating in Medicare, Medicaid and all Federal healthcare programs. This search reveals complaints such as those from the department of labor that are reported to the Office of Inspector General regarding individuals and entities currently excluded. It also reveals complaints that suspect a person of fraud or other violations of law, mismanagement, gross waste of funds or resources, abuse of authority, and dangers to public safety and health at the federal level and state level if applicable.

**FDA Debarment/Restricted List:** Searches the federal register for individuals and firms debarred by the Food and Drug Administration (FDA) pursuant to sections 306(a) and (b) of the Federal Food, Drug and Cosmetic Act.

**\*\*\*Additional Search Categories and investigative services available upon request\*\*\***