

Mission Statement

Identi-Check, Inc. (IDENTI-CHECK) is a Springfield-based corporation offering a full pre-employment background screening service statewide. Using state-of-the-market technology, we accomplish our mission of helping employers “**Know Who You Hire.**” Identi-Check will provide a 72-hour turnaround on all background checks submitted by 2:00 p.m. Requests received after 2:00 p.m. are processed on the next business day.

IDENTI-CHECK provides pre-employment screening for both the private and public sectors. Our primary goal is to assist employers in hiring the right people in a timely manner. IDENTI-CHECK performs over 16 types of searches, including statewide criminal history inquiries in less than 72 hours.

The primary purpose of pre-employment screening is to protect not only an employer’s assets as well as the employee’s safety, but also their well-earned reputation. Background checks are being recommended as the most efficient way to identify candidates with violent criminal histories to reduce the risk of violence on shop floors and in offices. Hiring managers at major companies point out that the threat of lawsuits alleging discriminatory hiring practices causes them to carefully investigate job candidates' lives.

Background screenings are especially important now because falsifications of employment applications are at an all time high. According to industry experts, 52% of all employment applications and resumes contain erroneous information:

Pre-employment screening provides an employer with timely protection against costly hiring errors. The cost to replace an entry-level employee is typically 50% of his or her annual salary. Many screening services make the employer responsible for the accuracy of the search by including a “hold harmless” clause in their contract, which makes the employer responsible for incomplete or inaccurate screening data. IDENTI-CHECK takes full responsibility for the accuracy and the completeness of the work we contract to perform. We back up this practice with professional liability and errors and omissions insurance.

For more information and online signup, access the IDENTI-CHECK website at www.identi-check.com. If communicating by fax is more convenient, please call 217-585-4311 and request a hard copy information packet that includes a user certification letter and the authorization to proceed. Or, print and fax proceeding letters to IDENTI-CHECK INC. (217)-529-6833, with the authorization for release of information signed by the candidate, and we will begin your pre-employment screening program today.

The IDENTI-CHECK Screening Procedures

Identi-check’s Customer Service Representatives (CSR) receives requests from clients for pre-employment background screenings of potential candidates via the internet, fax, phone or mail. The CSR will process existing clients’ requests immediately and assist new clients in setting up a

subscriber account. The type of account, pricing and method of payment will be influenced by factors including whether the requester is a member of a client association and by the volume of business represented. New customers must establish an account and provide Identi-Check with the documentation and authorizations required to perform confidential background screenings.

Each request will be processed immediately by Identi-Check through contact with the appropriate information source using the prescribed procedure. Responses will be electronically merged into a report format, reviewed by a supervisor, and forwarded directly to the client. Submitted Statewide Criminal searches to the Illinois Sates Police decrypting database are occasionally backlogged and can take a few days longer than normally.

Identi-Check Pricing

Package Options	Price
Level 1 Statewide Criminal Search, Motor Vehicle Record	\$42.00
Level 2 Statewide Criminal Search, Employment Verification, Credit Report	\$40.00
Level 3 Statewide Criminal Search, Employment Verification, Education Verification	\$40.00
Level 4 Statewide Criminal Search, Employment Verification, Credit Report, Motor Vehicle Record	\$62.00
Level 5 Statewide Criminal Search, Employment Verification, Credit Report, Motor Vehicle Record, Educational Verification, Social Security Number Verification	\$82.00
Single Options	
Credit History	\$15.00
Statewide Criminal History *	\$19.00
Federal Criminal History	\$19.00
County Criminal History	\$15.00
Employment Verification	\$10.00
Motor Vehicle Record	\$27.00

Single Options – continued -	
Civil Search (Legal Actions)	\$25.00
Professional License Verification	\$15.00
Education Verification (each)	\$15.00
Workers Compensation Report (where available)	\$18.00
Social Security Number Verification and Trace	\$12.00
Military Verification	\$15.00
Corporation Search	\$179.00
Drug Testing	\$50.00
Statewide Department of Corrections Search	\$15.00
Federal Prisons Search	\$15.00

- **Statewide criminal search States other than Illinois may require additional fees. Call for a quote.**
- **Prices will vary depending on monthly volume.**

Other available services include:

Fingerprinting –Subjects need to be fingerprinted based on information received from the Illinois State Police. Subjects must be fingerprinted at a local police department and results are available in 2-3 months. Identi-Check will provide the fingerprinting cards. Staff will present the card to the subject with instructions to proceed to a local police department for fingerprinting. The subject will return the completed card to the potential employer and, in turn, they will return the card to Identi-Check along with a processing fee. In most cases, the fee is \$15.00 per subject. This procedure will be necessary when subjects name is very common and results are unclear. This is also a necessity when a subjects name and information was previously used in an unlawful or falsified manner by a subject trying to hide there background by using someone else name and information. Identity theft is at an all-time high and is not be taken lightly.

Online Services (www.identi-check.com)

Includes:

User name and password capabilities

Online Application

Online Subscriber Agreement

Instructions for Use

The plaintiff will typically try to prove his/her case by showing that the employer failed to properly investigate the background of its employee prior to making a judgment as to their fitness for the job.

Identi-Check, Inc. is a Springfield, Illinois firm offering full service pre-employment background screenings for both the private and public sectors. Using state of the market technology, Identi-Check, Inc. accomplishes our mission of helping employers “KNOW WHO YOU HIRE.”

CORPORATE HEADQUARTERS

Identi-check, Inc.

6045 N. Cotton Hill Road

Springfield, Illinois 62707

www.identi-check.com

CUSTOMER SERVICE: If you have any other questions, please contact either:

Micah R. King, Manager of New Business Development

E-mail: [Micah@identi-check.com](mailto:micah@identi-check.com)

Telephone: 217-585-4311

Fax: 217-529-6833

AUTHORIZATION FOR RELEASE OF INFORMATION

In connection with my application for employment with _____
I _____, authorize the procurement of a pre-employment screening report and understand that it may contain information about my background, character, general reputation, mode of living, criminal history, driving record, educational background, and job performance. I understand that, upon written request within a reasonable period of time, I am entitled to additional information concerning the nature and scope of this pre-employment screening. I hereby release IDENTI-CHECK, INC., its officer, agents, employees, and servants from any liability arising from the preparation of this report or pre-employment screenings relating thereto. This authorization for release of information includes, but is not limited to, matters of opinion relating to my character, ability, reputation and past performance. I authorize all persons, schools, companies, corporations, and law enforcement agencies to release such information without restriction or qualifications to IDENTI-CHECK, INC. and any of its officers, agents, employees and servants. I voluntarily waive all recourse and release them from liability from complying with this authorization. I authorize that a photocopy of this release will be considered as valid as the original.

Signature of Applicant _____

NEW CANDIDATE INFORMATION

***FULL NAME**

LAST FIRST MIDDLE

****PLEASE PRINT NEATLY****

OTHER NAMES KNOWN BY (I.E. MAIDEN/ALIAS) _____

*CURRENT ADDRESS _____

*CITY _____ *STATE _____ *ZIPCODE _____

*COUNTY _____

*HOW LONG AT THIS ADDRESS _____

*PREVIOUS ADDRESS _____

CITY _____ STATE _____ ZIPCODE _____

COUNTY _____

RESIDED AT ADDRESS FROM _____ TO _____ STREET

*SOC. SEC. NUMBER _____ *DATE OF BIRTH _____

*DL # _____ *STATE _____

*SIGNATURE _____ DATE _____

LAST/CURRENT EMPLOYER

EMPLOYER _____

CITY _____ STATE _____ ZIPCODE _____ PHONE (____) _____

POSITION _____ SUPERVISOR _____

BEGIN DATE _____ END DATE _____

EDUCATION

INSTITUTION _____

CITY _____ STATE _____ ZIPCODE _____ PHONE (____) _____

COURSES STUDIED _____

DEGREE _____ DATE OF DEGREE _____

ALL FIELDS REQUIRED

SUBSCRIBER INFORMATION

Please complete this form, execute the Subscriber Agreement and fax both to 217-529-6833

Company Name _____

Branch/Division Name _____

Address: Street _____

City _____ State _____ Zip _____

Contact: Name _____ Title _____

Telephone () _____ Fax _____

e-mail _____

Number of employees _____

Number of estimated hires next 2 months _____

Number of estimated hires next 12 months: _____

Type of business _____

Website address _____

How did you hear about Identi-Check, Inc.?

Illinois State Chamber of Commerce _____ Illinois Manufacturers' Association _____

Customer Referral _____ Internet _____ Sales Call _____