

**Below you will see a list of three packages and services offered by our background check vendor, Praesidium.**

**As you return the consent forms to the Presbytery office,  
make sure to let the office know which package you want run!**

## **PACKAGES and Á LA CARTE SERVICES**

- ***Praesidium Package.***

- Created specifically to meet our high standards of due diligence (conducting the Confidence Package AND County Criminal Records Searches for counties of residence over the past 10 years), the Praesidium Package includes our Confidence Package plus one (1) County Criminal Records Search (either INDIVIDUAL COUNTY or STATEWIDE).
- Review the County Criminal Records Search – STATEWIDE PARTICIPATION LIST to determine if the state participates.
- Results for the Confidence Package are returned to you near instantly; turnaround time for the County Criminal Records Search component varies by county, typically 3-7 business days.
- \$12.00 per search, plus applicable county access fees.

- ***Confidence Package.***

- Our most popular service, this bundled search includes a Multi-State Criminal Records Search and National Sex Offender Registry Search, Social Security Number Trace, and Alias Search.
- We begin this search by running a social security number trace to identify all names (including aliases) and addresses known to be associated with the social security number. We then run a Multi-State Criminal Records Search and National Sex Offender Registry Search for every name identified by the social security number trace. For only \$3.50 more than Basic Package, which checks only one name, you have the added protection of checking the criminal history for all known names.
- This is our standard recommendation for screening employees and volunteers.
- Multi-State Criminal Records Search has limited information for the following states: CO, DE, LA, MA, SD, VT, WV, and WY. You must run County Criminal Records Search to get records for these states.
- Results are returned to you near instantly.
- \$6.25 per search.

- ***Basic Package.***

- This bundled service includes a Multi-State Criminal Records Search and National Sex Offender Registry Search for one name.
- Includes the criminal records for 50 participating states (limited information provided for CO, DE, LA, MA, SD, VT, WV, and WY. You must run County Criminal Records Search to get records for these states).
- Includes Sex Offender Registries for all 50 states, plus Washington DC.
- This package is our minimum recommendation for screening employees and volunteers.
- Results are returned to you near instantly.
- \$5.00 per search.

### **Á La Carte Services™**

- ***County Criminal Records Search – Individual County***

- Industry best practices recommend conducting a Multi-State Criminal Records Search, a National Sex Offender Registry Search, and county searches in each of the counties the applicant has lived for the past seven years.
- County records include the most accurate records available in each county's court system on any given day. Since states rely on counties to report their data, and some counties don't report immediately or frequently, state-wide searches aren't always thorough enough. And since the multi-state search relies on the states to report their

data, running just the multi-state search is simply not enough.

- If an individual has lived in CO, DE, LA, MA, SD, VT, WV, or WY county searches must be run as a minimum precaution.
- This search includes one county.
- Turnaround time varies by county; typically 3 -5 business days.
- \$12.00 per county, plus applicable county access fees.

- ***County Criminal Records Search – Statewide***

- Some states have a statewide search that allows you to check all counties in the state for one price (this is often the same cost as checking just one county) plus the state access fee.

- ***International Country Criminal Records Search.***

- We recommend an International Country Criminal Records Search if an applicant or staff member has either lived in or visited a foreign country for an extended period of time.
- We will search criminal records in the country, state, or local jurisdiction for charges and convictions involving your applicant or staff.
- Turnaround time varies by jurisdiction; typically 7 – 14 business days.
- Cost varies by jurisdiction; range from \$75 - \$275.

- ***Motor Vehicle Records Search.***

- A Motor Vehicle Records Search can be used as an additional search for locating an individual, verifying application information, or obtaining motor vehicle information.
- A faxed copy of the applicant's consent is necessary in some states.
- MVR searches are not available in CA, GA, OR or PA.
- Results are returned to you within one (1) business day in most cases.
- \$2.50 per search, plus applicable access fees.

- ***Education Verification.***

- One of the most common areas of résumé fraud occurs in the overstatement of the applicant's education. Through this search option, Praesidium will verify the applicant's higher education degrees.
- Turnaround time varies by institution; typically 5 – 10 business days.
- \$15.00 per degree, plus applicable access fees set by institution.

- ***Professional License Verification.***

- Through this search option, professional licenses are checked and verified by state using the applicant's name or license number. With this search option, clients will receive details on the license status of the applicant.
- Turnaround time varies by accrediting body; typically 5 – 10 business days.
- \$16.50 per license or credential, plus applicable access fees set by accrediting body.

- ***Employment Verification***

- Checking employment is useful to determine if the employee or volunteer's employment history is accurate. Through employment verification, we determine if the employee or volunteer was employed at the organization, the dates of employment, and if he or she is eligible for rehire.
- Turnaround time varies by employer; typically 5 -14 business days.
- \$15.00 per employer, plus applicable access fees set by emp

**BACKGROUND CHECK CONSENT FORM**

***Applicant should complete all relevant information and sign and date the form***

**PLEASE WRITE LEGIBLY!**

Applicant's Name (Printed): \_\_\_\_\_  
FIRST MIDDLE LAST

Maiden Name: \_\_\_\_\_

Other Names Used: \_\_\_\_\_ Telephone: \_\_\_\_\_ Gender: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*NOTE: The above information is **required** for identification purposes only, and is in no manner used as qualifications for employment, internship, or service as a volunteer. Presbytery of West Virginia abides by all applicable state and federal employment laws.

**ADDRESSES (for the past 7 years)**

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

Former Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

Former Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

Please list all states and counties of residence since turning 18:

\_\_\_\_\_  
\_\_\_\_\_

**MOTOR VEHICLE RECORDS**

Name as it appears on License: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of License: \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize Presbytery of West Virginia, and/or their agents to make an independent investigation of my background, references, character, past employment, education, credit history, adult criminal or police records, and motor vehicle records including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for service now and, if applicable, during the tenure of my employment or service with Presbytery of West Virginia.

I release Presbytery of West Virginia and their agents and any person or entity which provides information pursuant to this authorization from any and all liabilities, claims, or law suits in regards to the information obtained from any and all of the above referenced sources used. The name above is my true and complete legal name and all information provided above is true and correct to the best of my knowledge:

Signature of Applicant

Date