



## **LexisNexis® Screening Solutions**

*An industry leading screening resource at a substantially reduced price*

IMPORTANT: The information contained in this document is offered only as a courtesy, and is not intended as legal advice as to your hiring policies and cannot be relied on as such. LexisNexis® Risk Solutions disclaims any warranties, express or implied, with respect to the information set forth herein. You should consult your legal counsel regarding applicable legal obligations.

After careful review, we have selected LexisNexis® Screening Solutions as our preferred background screening vendor. LexisNexis Screening Solutions offers premier-level, Web-based screening tools that will help you easily and effectively screen BOTH employees and volunteers, at a substantially reduced price through a unique partnership with our organization.

To promote the safest and most secure environment possible, you are strongly encouraged to screen all employees and volunteers, both new and existing, especially personnel who interact with children and other vulnerable populations served by your organization.

This brief guide should help you get started by addressing a few of your initial questions regarding your new background screening service.

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## [Services available with LexisNexis Screening Solutions](#)

LexisNexis Screening Solutions combines advanced technology and an extensive depth and breadth of data to provide you with fast, accurate results, and a convenient, easy-to-use Web site for ordering your reports and receiving your results.

Below is a brief summary of the primary screening services that you can access through LexisNexis Screening Solutions, or [click here](#) for a complete description of available searches.

Screening Services	Description
Criminal Background Checks	<ul style="list-style-type: none"> <li>▪ <b>LexisNexis® National Criminal File (NCRF)</b> – Recommended for all positions due to fast result turnaround and nationwide scope. <i>See below for search details.</i></li> <li>▪ <b>LexisNexis National Criminal File PLUS (NCRF Plus)</b> - In addition to a basic NCRF search, this also includes Social Security Number Verification. <ul style="list-style-type: none"> <li>▪ It can potentially reveal criminal records linked to a name(s) not provided by an applicant that are associated with the SSN provided, such as nicknames or maiden names.</li> </ul> </li> <li>▪ <b>County Criminal Check</b> - Manual search of courthouse records within a single jurisdiction.</li> </ul> <p><b>What is the LexisNexis National Criminal File?</b> A database search of more than 250 million criminal records representing more than 101 million individuals.</p> <ul style="list-style-type: none"> <li>• It includes records from multiple criminal record repositories across all 50 states.</li> <li>• It includes a nationwide Sex Offender Registry search.</li> <li>• It complies with the Fair Credit Reporting Act (FCRA).</li> <li>• Its nationwide scope far exceeds the typical 7 year search of counties of residences/employment.</li> <li>• It can instantly reveal records not included in a one or two county background check.</li> </ul>
Sex Offender Registry checks <i>(State &amp; National)</i>	<ul style="list-style-type: none"> <li>▪ Manual search of individual state Sex Offender Registries to provide information on sexual offenders that are required to register as Sexual/ Violent Offenders in the state where they currently reside.</li> </ul>
Social Security Number Verification (SSNV)	<ul style="list-style-type: none"> <li>▪ Warns if a Social Security Number: <ul style="list-style-type: none"> <li>○ May never have been issued</li> <li>○ May have been issued to a person who has been reported deceased</li> <li>○ Has other names associated with the SSN</li> <li>○ Has been recently issued</li> </ul> </li> <li>▪ Discloses other addresses associated with the SSN. Can reveal if applicants truthfully supplied all relevant residential address history on the application.</li> <li>▪ May uncover undisclosed addresses which could lead to discovery of a criminal conviction record the applicant has attempted to shield from the organization.</li> </ul>
Credit Reports	<ul style="list-style-type: none"> <li>▪ Provides credit history through a national credit bureau. <ul style="list-style-type: none"> <li>▪ Information obtained can include: name(s) on account, amount owed, date opened, rating and history, status date, late payments, high credit, public record amounts</li> </ul> </li> <li>▪ Employment and residence history may be included.</li> <li>▪ LexisNexis Screening Solutions works closely with the three nationwide credit bureaus to ensure that the credit information included in our background reports is used appropriately.</li> </ul>
Motor Vehicle Reports (MVRs)	<ul style="list-style-type: none"> <li>▪ Utilizes LexisNexis® Motor Vehicle Record Information System to obtain the driving record report from the specified state's Department of Motor Vehicles.</li> <li>▪ Records obtained have a user-friendly, readable format that interprets the various state codes and provides a report that is uniform across all states.</li> </ul>
Education Verification	<ul style="list-style-type: none"> <li>▪ Educational institutions are contacted to verify degrees earned.</li> <li>▪ Verification of any specified degree, directly from the educational institution.</li> <li>▪ Viewable results in approximately 3 business days.</li> <li>▪ Price is per degree verified, out of pocket charges may apply.</li> </ul>
Employment Verification	<ul style="list-style-type: none"> <li>▪ Information returned can include: date of employment, job title, salary, reason for leaving, eligibility for rehire, overall job performance is also summarized.</li> <li>▪ Viewable results in approximately 3 business days.</li> <li>▪ Price is per employer verified, out of pocket charges may apply.</li> </ul>

## Why should you screen your employees and volunteers?

### *1. It is a necessary part of doing business.*

Just as private sector businesses carefully screen the people who interact with their customers, nonprofits must – at a bare minimum – screen the people who will have access to vulnerable populations such as children or the elderly. Not screening volunteers and employees puts minors and other vulnerable populations at physical risk, and your organization at financial and legal risk, should an undesirable employee- or volunteer-related event occur.

### *2. It is affordable.*

Several years ago, performing a background check was a manual process that was expensive and time-consuming, making it cost-prohibitive for most nonprofit organizations. Today, LexisNexis Screening Solutions utilizes advanced technology and sophisticated nationwide databases to provide near instant access to background information at a low cost, making background screening affordable and accessible for nonprofits securely on the Internet.

For your convenience, below are a few easy, best practice screening tips.

#### *Tip No.1:*

While national criminal databases can be a valuable tool, it is important to know how to use them. Do not rely on this resource alone as an efficient method of performing a criminal background check.

- **National criminal database** information is comprehensive, often coming from sources across all 50 states, and regularly updated, often on a monthly basis. However all databases have coverage gaps due to inadequate technology capabilities in some jurisdictions and state privacy laws which ban the electronic distribution of criminal data.
- **County courthouse** information is the most in-depth and up-to-date data available since it is researched at the courthouse on a daily basis; however, it only covers one county out of approximately 3,300 in the U.S. and relies heavily on information provided by an applicant.

When you combine these two searches, they complement each other and drastically enhance the effectiveness of a background check, providing nonprofits with the most comprehensive information available.

*Tip No. 2:*

Using screening packages can help promote consistency and allow you to better tailor your requirements to the position being filled. The following is an example of typical screens for certain positions based on screening trends from nonprofit customers like you.

Position	Searches	Frequency
Base for all positions, including: <ul style="list-style-type: none"> <li>▪ Administrative</li> <li>▪ Volunteer</li> <li>▪ Coach</li> <li>▪ Maintenance</li> <li>▪ Janitorial</li> <li>▪ Groundskeeper</li> </ul>	NCRF Plus County Courthouse Criminal Check	Initial hire and annually
Financial	Base as listed above, PLUS ✓ Employment verification ✓ Credential verification ✓ Credit report	<u>Initial hire:</u> All components  <u>Annually:</u> NCRF Plus
Pastoral/Technical/Management	Base as listed above, PLUS ✓ Employment verification ✓ Education verification	<u>Initial hire:</u> All components  <u>Annually:</u> NCRF Plus
Bus/Van Drivers	Base as listed above PLUS ✓ Motor vehicle report	Initial hire and annually

[See search descriptions for additional details.](#)

### Why updated rescreening is important

A direct correlation was made by the Association of Certified Fraud Examiners (“ACFE”) between length of employment and the size of the loss from employee theft and fraud. The 2006 ACFE Report to the Nation found that workers employed with a company for 10 or more years caused a median loss of \$263,000, while employees tenured one year or less caused a median loss of \$45,000.

The critical factors surrounding this correlation are those of trust and opportunity. As volunteers and employees gain tenure within an organization, a greater amount of trust is placed in the individual, resulting in greater access to any vulnerable people served by the organization as well as its valuable financial assets. This trust provides opportunities for physical harm and misappropriation.

There are several additional factors contributing to the need for regularly-scheduled volunteer and employee rescreening:

- √ *Offenses may not be reported by the individual.*  
The longer a volunteer or employee works for an organization, the more outdated their initial screening profile becomes. Despite a clear initial background check, individuals can commit offenses after joining an organization, and often seek to hide this information.
- √ *People are more mobile than ever.*  
Ease of transportation provides greater mobility and increased opportunity to commit a crime in another jurisdiction and then return to work, making it difficult for an organization to learn of the offense through traditional means.
- √ *Drug use affects a person’s behavior, which can lead to violence or other illegal activities.* A 2005 study by the Institute for a Drug Free Workplace showed that 75 percent of all drug abusers are employed, creating potential safety hazards for themselves and those around them.

In most cases, it is recommended to perform an annual national criminal record database search on all employees and volunteers. Based on internal metrics from LexisNexis, the two most commonly used annual searches are:

- **LexisNexis National Criminal File:** Basic coverage that includes an updated nationwide search of criminal records matching a subject's provided name, DOB and SSN.
- **LexisNexis National Criminal File PLUS:** More advanced coverage that includes an updated nationwide search of criminal records matching a subject's provided name, DOB and SSN, PLUS it can also reveal criminal records linked to a name(s) not provided by an applicant that are associated with the SSN provided, such as nicknames or maiden names.

### [Local background checks can be free, so why use LexisNexis Screening Solutions?](#)

Local checks are certainly not discouraged; however, there are serious drawbacks to relying on local searches entirely. Here is why a national criminal record database search is strongly recommended *in addition to* local county criminal searches.

- *Expansive nationwide coverage*  
We live in an incredibly mobile society where serious offenders often commit their crimes outside of the state or county where they currently reside. A local criminal search alone will not detect these offenses. National database searches are fast and easy, and they cast a much wider net – far beyond the current county of residence. They can reveal offenses that occurred where an applicant has lived, worked and played (i.e., vacations).
- *No need to rely on applicant-provided data*  
Organizations no longer have to rely on the address history provided by individuals on their applications. If an applicant committed an offense in another jurisdiction, they might purposely exclude that address on their application. Performing a local search alone would miss the offense, but a national criminal record database search would reveal the record, regardless of the address information provided by the applicant.
- *Receive actionable information that complies with the Fair Credit Reporting Act (FCRA)*  
Local police departments might provide information that is not FCRA-compliant, such as arrest records which cannot be used to make hiring decisions. The LexisNexis Screening Solutions national criminal record database reports actionable information to organizations as outlined by the FCRA.

**[Discounted pricing](#)**

Through a special agreement between LexisNexis Screening Solutions and our organization, you can access industry-leading screening services at dramatically discounted prices! You can take advantage of your discounted services by using individual searches or discounted screening packages.

LexisNexis Screening Services			Discount Price*
<b>Criminal Record Services</b>	National criminal record database searches <i>(includes National Sex Offender Registry search)</i>	National Criminal File Search	\$5.00
		National Criminal File Search PLUS	\$6.50
	Regional criminal record database searches	Regional Criminal Search	\$4.50
		Regional Criminal Search PLUS <i>(In addition to a basic Regional Criminal Search, also includes SSNV. Can potentially reveal criminal records linked to names not provided by an applicant, that are associated with the SSN provided (nicknames, maiden names).</i>	\$4.75
	Statewide criminal record database searches	Statewide Criminal With National Sexual Predator Search	\$4.00
		Statewide Criminal With National Sexual Predator Search PLUS <i>(In addition to a basic Statewide Criminal With National Sexual Predator Search, also includes SSNV. Can potentially reveal criminal records linked to names not provided by an applicant, that are associated with the SSN provided (nicknames, maiden names).</i>	\$4.25
		Statewide Criminal Search	\$3.00
		Statewide Criminal Search PLUS	\$3.75
		State Sexual Offender Search	\$6.30*
	Manual courthouse searches**	County Criminal Search	\$11.20 - \$12.60*
Federal Courthouse Criminal Search		\$11.20*	
<b>Identity &amp; Financial Services</b>		SSN Verification	\$2.10
		Credit Report	\$6.30
<b>Driving History</b>		Motor Vehicle Record	\$3.50*
<b>Employment &amp; Work History Services</b>		Education Verification	\$8.40*
		Employment Verification	\$9.10*
		Credential Verification	\$11.20*
		Reference Check	\$7.70*
		Workers' Compensation Records	\$12.60

\*Pricing does not include additional education, employment, and reference check out-of-pocket charges such as court access fees, transcript fees and other state registry fees that may apply. Pricing is subject to change. [See search descriptions for additional details.](#)

\*\*When requesting a local (state or county) criminal search, organizations should review where a candidate has lived, worked and/or attended school for the longest period of time in the last 7–10 years.

### [Open a LexisNexis Screening Solutions account](#)

It's easy to get started, but before you begin, here are a few important details about the sign-up process.

- If you initiate the registration process through the “Click Here to Sign Up” button on Church Mutual’s Web site, your application will automatically include the proper promotional codes to ensure you receive your discounted pricing. For reference, the codes are below.
  - **Your promotional code(s): CMIC and CAMA**
  - **Both promotional codes are required.**
    - The CMIC code qualifies you for discount pricing.
    - The CAMA code allows you to receive sexual offender registry information available only to not-for-profit organizations.
- The normal \$175 account set-up fee is waived for you. Under the “Setup Fee” portion of the application, you will see the following statement:
  - **Your membership fees have been waived.**
- LexisNexis Screening Solutions has set the standard for data security within the risk industry. As part of the company's robust security protocol, all organizations must undergo a credentialing process to ensure that only legitimate organizations gain access to sensitive data and that they use it only for appropriate business purposes.
  - On the application, be sure to include a telephone number (work or mobile) where you can be reached for verification during the business day (8 a.m. - 5 p.m. ET).
  - After submitting the application form, a sign-up form will appear. Please print, complete, and fax this document to LexisNexis Screening Solutions at (678) 893-9600. If you have 501(c)3 documentation, please fax it together with the document. IMPORTANT: Including your 501(c)3 documentation will help the approval process go smoothly and quickly.
  - Within approximately one week, you will receive a welcome e-mail from LexisNexis Screening Solutions once your account is approved. If there are questions or issues with your application, sign-up form or documentation, LexisNexis Screening Solutions will contact your organization directly.
- After reading the details above, you should be ready to get started!

**[CLICK HERE to sign up!](#)**

### [Contact LexisNexis Screening Solutions with additional questions](#)

The LexisNexis Screening Solutions team is ready to assist you with any additional questions you might have regarding your screening service, including:

- How to select the appropriate services and packages based on the state in which your organization is located.

You can access their helpful, knowledgeable sales and support representatives Monday - Friday, 8 a.m. - 7 p.m. ET, using the information provided below.

- Toll free phone: (866) 399-6647
- E-mail: [volunteer.support@lexisnexis.com](mailto:volunteer.support@lexisnexis.com)

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