

WEB ORDERING PRODUCT INFORMATION

COURT SEARCHES

You may order any of the following court searches in both state and/ or federal jurisdictions.

Federal Criminal: a search of federal criminal records. You may choose the Federal District or have it automatically selected for you.

Felony: a search for criminal felony records only within a specific state jurisdiction.

Misdemeanor: a search for criminal misdemeanor records only within a specific state jurisdiction.

Statewide Criminal Records: a search of state repositories for criminal record information. Please refer to Statewide Criminal Background Information PDF found at our web site.

Felony & Misdemeanor: a search for both felony and misdemeanor criminal records within a specific state jurisdiction.

Upper Civil: a search for civil records in the upper court within a specific state jurisdiction.

Lower Civil: a search for civil records in the lower court within a specific state jurisdiction.

Upper & Lower Civil: a search for civil records in both the upper and lower courts within a specific state jurisdiction.

Past 7 Years: If you choose this option all jurisdictions will be searched for the past 7 years according to the applicant's social trace results.

Past 10 years: If you choose this option all jurisdictions will be searched for the past 10 years according to the applicant's social trace results.

SOCIAL TRACE

Social trace service uses the applicant's social security number to determine or verify current and previous addresses. This information is based on credit history data. During the trace information relating to identity theft may be revealed. This information is returned in a detailed report for you to review. We use the information primarily to obtain Federal and State jurisdictions to be searched.

CREDIT REPORT

All credit reports or peer reports are provided by Trans Union. Peer reports are used for employment purposes only and allow the user to view positive and negative account history. Also in most cases previous employers will be identified. Actual credit reports with score are provided for tenant screening clients only.

DDI, Inc. maintains compliance with Trans Union and the FCRA through rigid audits and verification process. A consumer letter will be mailed to all applicant's when a credit or peer report is requested. In order to obtain authorization for this service you must complete a compliance application and inspection.

MOTOR VEHICLE REPORT

This report requires that you have the applicant's driver license number and state of issuance. You will receive a detailed report based on available information. Permissible use is required (standard release found at our web site). The type of report will vary according to state reporting meaning a time period between 2 and 7 years. Please review the MVR fee schedule on our web site for state fee, turn around time, and type of information provided.

EMPLOYMENT VERIFICATION

Standard on all applications are sections for indicating current and past employers. This service takes the information the applicant provided and verifies the accuracy of that information. According to national statistics over 70% of applicant's lie regarding previous employment. This service is designed to get the correct information. There are several options that can be designed specifically for each client, i.e., comparative or discrepancy reports as well as special employment questions. A signed release must be faxed to DDI in order to obtain full disclosure from employers.

EDUCATION VERIFICATION

Also standard on all application are sections for the applicant to indicate educational experience. This service is designed to verify through school registrars' office the information the applicant provided. It is standard to verify either the last school attended or the school where last degree was earned.

PROFESSIONAL LICENSE VERIFICATION

Many specific jobs in the United States are licensed by either state or federal government. If you have a legally regulated job and the applicant is required to be certified, this service will verify the license or certification through the regulatory office.

WORKERS' COMPENSATION REPORT

This service provides information regarding an applicant's work related injuries. Please refer to the Workers' Compensation Background Information PDF found at our web site for specific report information and applicable fees. It is strongly recommended that our clients adopt a pre employment screening policy similar to the sample policy also posted at our web site.

DDI, Inc does not assume any liability in reporting information requested by clients. It is the sole responsibility of the client to comply with federal and state regulations regarding workers' compensation reports.

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SEX OFFENDER REGISTRY

When requested, this service will search appropriate state and county registries for registered sex offenders that are required by law to register when moving into a specific area.

OFAC-OFFICE OF FOREIGN ASSETS

OFAC is an advisory service that provides information on individuals that may be associated with terrorism. This information is reported through Trans Union services. If an applicant's name appears on an OFAC report it is strongly recommended that

the information be verified prior to discussing the report with the applicant.

DOC-DEPARTMENT OF CORRECTIONS

This is a detailed search of state specific correctional institutions. It is not a statewide criminal search. Only incarcerated past or present individuals will appear during this search. Applicants' who have committed a felony offense but were not incarcerated in a state correctional facility will not appear in this search. DOC searches are ordered based on Social Trace information.

ADDITIONAL INFORMATION ABOUT PRODUCTS & SERVICES

1. At present these are the only service available for web ordering. In the future more services will be added at our web site. This however does not indicate all the available services. If you have a specific need our sales staff can discuss those needs. We can add specific services or products to your orders internally and your web results would reflect those additions.
2. **Signed releases.** All signed releases must be sent by fax to DDI at (866) 228-0510 toll free in order for us to process your complete request. While some of the services will not require the release to process many of the products do. For specific Workers' Compensation reports, special form or original copies are required. If according to the posted information on our web site you must mail the release to us please send to the address provided at the bottom of this page. Turnaround time will be dependant upon this.
3. **Notice of change.** DDI, Inc. reserves the right to change product description and availability at any time and will provide updated information to clients via internet web site. DDI, Inc. will make general notice to clients when changes take place via the internet web site
4. **State fees** may change at any time as DDI, Inc. has no control over them.
5. Please review and have a working understanding of your obligations under the FCRA prior to making decisions based on reports provided by DDI, Inc. A copy of the FCRA is available at our web site.
6. **Disputed information.** DDI, Inc will make every reasonable effort to correct or verify disputed information to prospective applicants. Please refer all disputes to our office at (866) 954-3000 ext 8469 Eric Ivory, General Manager.