

United States of America Background Check

Check Information

This application form captures the information that First Advantage Ltd needs in order to process an Overseas Background Check in the **United States of America**.

Check Type

National Criminal Record Check.

Official Source of Information

Federal, County, and – where available – State-wide search of criminal records.

State-wide searches will be processed based on the address history provided in this application form. If it is not currently possible to perform a State-wide search in a given State, only the Federal- and County-level checks will be performed for those addresses. For some States, we may email you additional State-specific forms to complete once you have submitted this application. Some of these forms may need to be witnessed or notarised, and/or posted to the US. Some States may require you to provide extra information such as scans of ID documents or your US Social Security Number.

Turnaround Time

9-26 working days depending on which States need to be checked.

Disclaimer

The information provided in this pack is correct at the time of production.

Guidance Notes for the Applicant

Please read the instructions below before you start, as they will help you to complete the form correctly.

Required Information

Make sure that you fill in all the fields on the form. You (the applicant) should complete the form yourself.

You must supply ALL of the following:

- Your full name
- Your date of birth
- Any other names you are or have previously been known by
- Your US Social Security Number (if you have one)
- Your complete US address history for the past 10 years
- A signed consent form
 - You must sign, date, and tick the consent box in the 'Release of Information' part of the final section of this application form

When you have completed all the required paperwork, send it to the organisation that requested the check in line with their instructions.



Overseas Criminal Record Check Application Form

You can complete this form electronically *or* print it out and fill it in with black or blue ink. In either case, you must provide a *hand-written signature* in the final section of the form. Please use **BLOCK CAPITAL LETTERS** if you are filling out the form by hand.

Section 1: Personal Details

Supply your full legal name as shown on your passport, and any other names you are or have previously been known by. Write your date of birth in the format 'Day-Month-Year'. You must supply your US Social Security Number if you have one.

Forename:

Middle Name(s):

Surname:

Date of Birth:

Other/Previous Name(s):

US Social Security Number:



Section 2: Address Details

Supply ALL the US addresses you have lived at in the past 10 years. You must write each address in full, including the door number and the post/zip code (where applicable). Write the dates of residency in the format: From 'Month-Year' to 'Month-Year'.

Address # 1

Building Name: _____

House/Flat Number: _____

Street: _____

City/Town: _____

Post/Zip Code: _____

State: _____

Dates of Residency at Address: _____

Address # 2

Building Name: _____

House/Flat Number: _____

Street: _____

City/Town: _____

Post/Zip Code: _____

State: _____

Dates of Residency at Address: _____

APPLICATION FORM

Overseas Background Check



First Advantage

Address # 3

Building Name:

House/Flat Number:

Street:

City/Town:

Post/Zip Code:

State:

Dates of Residency at Address:

Address # 4

Building Name:

House/Flat Number:

Street:

City/Town:

Post/Zip Code:

State:

Dates of Residency at Address:

Address # 5

Building Name:

House/Flat Number:

Street:

City/Town:

Post/Zip Code:

State:

Dates of Residency at Address:

APPLICATION FORM

Overseas Background Check



First Advantage

Address # 6

Building Name: _____

House/Flat Number: _____

Street: _____

City/Town: _____

Post/Zip Code: _____

State: _____

Dates of Residency at Address: _____

Address # 7

Building Name: _____

House/Flat Number: _____

Street: _____

City/Town: _____

Post/Zip Code: _____

State: _____

Dates of Residency at Address: _____

*** If you need more space in order to provide your address history, please use a blank piece of paper to continue.**

Section 3: Applicant/Employee Notification and Release of Information

Applications for this background check are processed by the organisation that has requested this check (usually your employer) and First Advantage|KnowYourPeople ('First Advantage Incorporated'). The information provided by you to the organisation that has requested this check will be passed to First Advantage who administer the check on behalf of the organisation.

In order for overseas background checks to be completed, your information will also be passed to First Advantage to conduct searches on your background information. This may include civil and criminal records, local language media information and this will be completed by contacting the relevant government agencies and courts and other contributors (the "Contributors") within the country noted on this application form.

These bodies use the information provided to identify possible matches to records held by them. Where such a match is established, personal data may be released to First Advantage for inclusion on any report issued and where information is noted, personal data and information relating to any criminal record relating to you will be released to First Advantage for inclusion on any report issued.

Where your personal data is transferred outside the EEA, it is protected in a manner that is consistent with how your personal data will be protected in the EEA. This can be done in a number of ways:

- The country might be approved by the European Commission or a relevant data protection authority;
- The recipient might have signed up to a contract based on "model contractual clauses" approved by the European Commission, obliging them to protect your personal data;
- In other circumstances, the law may permit the transfer your personal data outside the EEA, for example, where there is a legal obligation of the organisation requesting the check or a contractual obligation to complete the check.

The information provided in this application form may be used to verify your identity for authentication purposes.

Release of Information

Please **TICK** the box

I give my consent for the relevant government agencies and courts and other contributors (the "Contributors") to provide First Advantage with personal information that they may hold about me in relation to this check.

I confirm that I have read the above statement of 'Applicant/Employee Notification and Release of Information' and I am aware how my information will be used to complete the check.

Print Name: _____

Applicant Signature: _____

Date: _____