

# ODM Fee Schedule – Public Records Checks

## (Confidential)

**Note: Additional names used by your candidates (i.e. maiden, alias's) may result in additional cost.  
Please contact ODM for an explanation.**

### **Criminal History: (County Jurisdictions)**

**\$15.00 Each**

(USA - 3,072 Possible Counties) Searches for felony and misdemeanor records are performed physically in the Clerk of Court Office of the courthouse in each specific county requested by our national network of researchers (i.e. Real Time/In Person!). Searches are based on the candidate's name and residential address history gathered from the "Authorization to Conduct Background Investigation" forms, applications, credit reports or Social Security Number Traces. Searches can also be based on an admitted offense by the candidate that occurred in a county never resided in. The highest level of accuracy exists at the county level in almost all cases. Data reported could include the offenses and disposition dates, case #s, original charges, active warrants, dismissals, convictions, and sentences and conditions; if any, that applied to each case.

### **Criminal History: (Statewide Jurisdictions)**

**\$15.00 (MN), \$85.00 (NY), \$40.00 (Others - if available)**

(USA – 50 Existing Repositories) Searches are based on the same criteria followed in conducting county level searches. Not all statewide repositories can be accessed (currently AZ, CA, NV, NH, and WV are law enforcement only or require fingerprints), and many systems limit the information available (i.e. felonies or conviction records only.) In many cases the data available is incomplete, and would be significantly less detailed than that at the county level jurisdiction. **Fee noted above does include all State disbursement fees.**

### **Criminal History: (Federal District Jurisdictions)**

**\$15.00 Each**

(USA – 91 Districts) Searches are conducted on-line and are based on the same criteria as noted above. Data reported could include civil information (alleged violations of federal statutory or constitutional rights) and criminal records and complaints brought by the federal government itself (such as mail fraud, interstate drug trafficking, bank robbery, civil rights violations, major crimes crossing state lines, etc.). Federal District court records are not passed on to county/state jurisdictions.

### **Criminal History: (National Background Directory®)**

**\$20.00 Each**

The National Background Directory (NBD) is the closest thing available to a criminal records check that is national in scope. The NBD is a national database of over 671 million criminal offense and sex offender records from all 50 states, plus the District of Columbia, Guam, Puerto Rico, and participating tribes. Criminal offense records are compiled from the following sources: State Department of Corrections, State Probation and Parole offices, and various law enforcement resources. Given the limitations of the data in the database and frequency of updating, we recommend that you only use the NBD as a supplement to our "real-time" criminal history record searches.

**National Sex Offender Predator Registry****\$15.00 Each**

The Dru Sjodin National Sex Offender Public Website is coordinated by the U.S. Department of Justice and Jurisdictions hosting public sex offender registries. These Jurisdictions include the 50 states, Puerto Rico, Guam, the District of Columbia, and participating tribes. This is a national search of websites hosted by each Jurisdiction regarding the presence or location of offenders who, in most cases, have been convicted of sexually violent crimes against adults and/or children. The criteria for searching are limited to what each individual Jurisdiction may provide.

**Social Security Number (SSN) Trace:****\$8.00 Each**

Traces involve securing basic information from national credit bureaus to assist in verifying and validating name(s) used, address history and the year and state where the SSN was issued. Some past employment history may also be reported. Warning messages are also issued if the SSN given by the candidate is invalid, previously assigned to another individual, or death benefits have already been processed. Traces are extremely helpful in preparing the groundwork for conducting criminal record searches in the absence of a full Credit Report.

**Credit Report:****\$15.00 Each**

Accessed via the Equifax credit bureau. Reveals an individual's creditor and account payment history, and any record of bankruptcies, tax liens, foreclosures, repossessions, collection items, etc. Credit Reports also help us validate the candidate's name, other names used, address history and Social Security Number information. Credit Reports provide a good snapshot of how the candidate handles their financial responsibilities and may reveal financial stress.

**Motor Vehicle Record: (Statewide)****\$20.00 Each**

(USA – 50 states) Searches are conducted through each state's Department of Motor Vehicles. Searches are based on several criteria, which could include the candidate's name, social security number, date-of-birth and driver's license number. Data reported could include verification of the candidate's name, address, date-of-birth, validity of the license, past violations, revocations and suspensions.

**Education:****\$15.00 Each**

(USA – 4000+ Higher Education Institutions) Verification of a candidate's educational credentials. Data is collected via direct contact with the Registrar's Office, Student Records, Transcript Departments, Student Archives and state agencies. Data reported could include dates of attendance, graduation date, type of degree/diploma/certificate/GED received and major and minor fields of study.

**Applicant Copy:****\$10.00 Each**

Several states (CA, MN, OK) mandate that a resident applicant have a right to request a copy of the consumer report that you may order. The opportunity for initiating this request must be included in your background investigation form. ODM will provide a copy of the report and mail it directly to the applicant.

**NOTE: Fees are subject to change with or without notice. Contact ODM to verify current fees.**

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