

ODM Fee Schedule – Public Records Checks

(Confidential)

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

Criminal History: (<u>County</u> Jurisdictions)	\$15.00 Each
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(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: (<u>Statewide</u> Jurisdictions)	\$15.00 (MN), \$85.00 (NY), \$40.00 (Others - if available)
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(USA – 50 Existing Repositories) Searches are based on the same criteria followed in conducting county level searches. Not all statewide repositories can be accessed 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.

See page 3 for a list of available states, expected turnaround times and restrictions (subject to change).

Fee noted above does include all State disbursement fees.

Criminal History: (<u>Federal</u> District Jurisdictions)	\$15.00 Each
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(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: (<u>National Background Directory</u>®)	\$20.00
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The NBD is a national database of over 486 million criminal offense records from 45 states, and Sex Offender Registry data from all 50 states (plus the District of Columbia, Guam, and Puerto Rico). 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.

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.

Credit Report:**\$15.00 Each**

Accessed via the Equifax national credit bureau database. 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.

Special Requests:**Rate to be determined**

ODM may be able to assist you with other investigative service capabilities. Do not hesitate to contact us and we will determine what assistance we can provide and at what appropriate rate.

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

Oxford Document Management strives in good faith to obtain information from sources deemed reliable. This information, however, is secured from and managed by fallible sources (human and otherwise), and as a result, Oxford Document Management cannot be either an insurer or a guarantor of the accuracy of the information reported. The employees of Oxford Document Management are not allowed to render opinions regarding information reported.

Statewide Jurisdictions available**(SUBJECT TO CHANGE)**

<u>State</u>	<u>Turnaround (business days)</u>	<u>Restrictions/Requirements</u>
Alabama	1-2 days	
Arkansas	3 days	Felonies only
Colorado	1-2 days	
Connecticut	1-2 days	
Delaware	1-2 days	
District of Columbia	1-2 days	
Florida	1-2 days	
Georgia	1-2 days	Signature Required
Hawaii	1-2 days	Convictions only
Idaho	1-3 days	
Illinois	1-2 days	Convictions only
Indiana	14-21 days	
Iowa	1-2 days	
Kansas	7-10 days	Convictions only
Kentucky	1-3 days	
Louisiana	1-3 days	
Maine	10-14 days	Convictions only
Maryland	2-3 days	
Massachusetts	14 days	
Michigan	1-3 days	Convictions only
Minnesota	1-2 days	
Mississippi	2-3 days	
Missouri	2-3 days	Convictions only
Montana	2-3 days	
Nebraska	2-3 days	
New Jersey	1-3 days	
New Mexico	1-3 days	
New York	2-3 days	
North Carolina	1-3 days	
North Dakota	1-3 days	
Ohio	1-3 days	
Oklahoma	1-3 days	
Oregon	1-3 days	
Pennsylvania	1-3 days	Convictions only
Rhode Island	2-3 days	
South Carolina	1-3 days	Convictions only
South Dakota	1-3 days	
Tennessee	1-3 days	
Texas	1-3 days	
Utah	1-3 days	
Virginia	3-7 days	
Washington	1-3 days	
Wisconsin	1-3 days	
Wyoming	1-3 days	

Statewide searches are not presently available to us, or require fingerprints in: AK, AZ, CA, NV, NH, VT, WV.