



PRE-EMPLOYMENT SCREENING SEARCH REQUEST FOR

(Your company name here)

PLEASE CHECK THE SEARCHES YOU WOULD LIKE PERFORMED ON EACH APPLICANT

___ CRIMINAL RECORD CHECK

WHICH STATE(S): _____

WHICH COUNTY(S): _____

___ MOTOR VEHICLE REPORT

WHICH STATE(S): _____

DRIVER'S LIC. #: _____

___ FEDERAL CRIMINAL RECORD

___ SOCIAL SECURITY TRACE

___ NATIONAL CRIMINAL FILE

___ PREVIOUS EMPLOYMENT

ALL ___ OTHER _____

___ TERRORIST/PATRIOT ACT

___ EDUCATION VERIFICATION

ALL ___ OTHER _____

___ SEX OFFENDER FILES

WHICH STATE(S): _____

___ CREDIT REPORT

**Credentialing Required*

___ MEDTRACE (OIG/GSA)

___ PROFESSIONAL LICENSE VERIFICATION

___ Package: STANDARD *(This is the package we usually use when placing orders.)*

___ Package: OTHER *(This is a package associated with our account, but not the most commonly used.)*

Other Package Details: _____

PAGES: _____
(INCLUDING COVER SHEET)

REMARKS:

DATE: _____ CONTACT: _____ PHONE: _____

A SIGNED RELEASE IS NECESSARY FOR MBI TO PROCESS ANY REPORT

FAX TO: (888) 896-5735