



## Diligent Data Services, LLC

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# BACKGROUND CHECK ORDER

*Instructions: Complete this form and fax or email scanned copy along with an Applicant Release*

Client Company:	Date:
Company Address:	Phone #:
Authorized Representative:	Fax #:
Subject Name:	Date of Birth:
Other Names used during last 10 years:	SS #:
Special Instructions:	

Services	Specify Details
<input type="checkbox"/> Criminal History Check(s)	County(ies)/Region(s) <i>(leave blank for DDS to select):</i>
<input type="checkbox"/> Address Verification	Matches SS # to Name(s) and Address(es) using Database Records
<input type="checkbox"/> National Pre-Screen	Search Databases for Criminal, Sex Offender and Terrorist Records
<input type="checkbox"/> Driver's License Check	State:      Driver's License #:
<input type="checkbox"/> Civil Records	Searches for Judgments, Liens, and Lawsuits
<input type="checkbox"/> Bankruptcy Records	Searches US Bankruptcy Records
<input type="checkbox"/> Other	Describe:

**Waiver:** All information provided is a matter of public record. Searches will be performed in the respective counties and/or states indicated by the client. Diligent Data Services and its principles and suppliers cannot be held liable for the report information if at some time in the future the report proves to be erroneous because of the public record data retrieved. Client agrees to hold Diligent Data Services and its principles and suppliers harmless from any erroneous information provided on the report and client agrees to these terms when making the request. No records, set of records, or reports supplied by Diligent Data Services, or any supplier of Diligent Data Services is acceptable for use as an exhibit or as evidence. These reports are supplied for information research only and are not adequately verified to be of evidential quality. Information is obtained from a multitude of official records, databases, record keeping systems, and other sources over which Diligent Data Services and/or its suppliers have no control. These are fallible electronic and human sources and there can be absolutely no warranty expressed or implied as to the accuracy, completeness, or timeliness, of the records listed, nor the fitness for the purpose of the recipient of such records or reports. Information provided may indeed be limited or may not be totally current. There is no guarantee that the information pertains to, or pertains exclusively to, the search request as submitted. None of the above disclaimers are meant to supersede any governing laws and/or pertinent regulations. Client agrees to follow the Fair Credit Reporting Act and any other laws and regulations that apply to the client and the subject of the search when using the information supplied by Diligent Data Services.

I hereby certify that I am authorized to request this search and that I have read, understand, and agree to the above statements:

Authorized Representative Signature:	Date:
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