

**BDA Background Check Fax Form**  
**Fax Completed Form to (219)940-3926**

**Background Check Request Form:**

Subjects Name: \_\_\_\_\_ DOB: \_\_\_\_\_

SSN (if known): \_\_\_\_\_ DL# (if requesting DL Record): \_\_\_\_\_

Last Known Address/Area: \_\_\_\_\_

Reason for Check: \_\_\_\_\_

**Type of Search (Check One):**

**Basic Report (\$34.95) \_\_\_\_\_ Add Driver License Record (+\$30) \_\_\_\_\_**

**Advanced Report (\$49.95) \_\_\_\_\_ Add Driver License Record (+\$25) \_\_\_\_\_**

**Professional Report (\$119.95) \_\_\_\_\_ Add Driver License Record (+\$25) \_\_\_\_\_**

**Your Payment Information:**

\*We accept all major type of credit cards & debit/credit cards.

Credit/Debit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name On Card (as it appears): \_\_\_\_\_

CC Billing Address: \_\_\_\_\_  
(Street Address) (City) (State) (Zip)

CVV2# (last 3 numbers on back of credit card or 4 numbers for Amex): \_\_\_\_\_

Email Address: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Requestors Name (If different than credit card holder): \_\_\_\_\_

**\*Report are emailed in a normal turnaround time of within 1 business day for Basic & Advanced Reports, and 2 - 5 business days for Professional Reports.**

**\*Please note that most states require a signed waiver form on Driver License Records for employment purposes. We can provide waiver forms if needed.**

**Important Conditions:**

(1) Because all orders are processed immediately, no cancellations allowed or accepted once an order has been submitted.

(2) BDA is not responsible for errors typed in by customers. It is the responsibility of the customer to make sure subjects information entered into the order is correct (subject name, dob, & dl#). States will charge for dl record searches regardless if there are any errors in the search criteria.

## **Background Report Descriptions**

### **Basic Report:**

We Check:

Date of Birth, AKAs, Address History (20-25 years), Address Summary Information (property owners, listed phones at address), List of Associates / Relatives / Neighbors, Professional Licenses, Properties, National Criminal Record Database (Felony Convictions), Sex Offender, and other misc. permits (vary from state to state - ex. voter registration, hunting/fishing, concealed weapon permit).

### **Advanced Report:**

We Check:

Date Of Birth, Social Security Number Verification, Alias Names, Address History (20-25 years), Address Information (Present & Past Addresses) w/ Listed Phone Numbers & Property Owners, Adults Residing W/ Subject, Possible Email Addresses & Phone Numbers (including land line & mobile phones), Nationwide Criminal Record Search (database), Sex Offender Check, Professional Licenses, Properties, List Of Associates & Relatives, Bankruptcies, Civil Judgments, Tax Liens, Evictions, Voter Registration, UCC Filings, Possible Work Affiliations, FAA Pilots & Aircrafts, Merchant Vessels, List Of Neighbors, and more (most states may also include registered vehicles and some driver license information).

### **Professional Report:**

We Check:

Everything Included In Advanced Background Check.

Plus:

\*10 Year County Court Criminal Records (Felony & Misdemeanor) \*7+ Year County Court Civil Records (Civil/Family/Divorce) \*Nationwide Wants / Warrants \*Vehicle Registrations \*10 Year Federal Criminal Court Records \*10 Year Federal Civil Court Records \*Federal Prison Records

Please note that the professional background report will locate criminal records missed often on database searches including plea down convictions, non-convictions, federal crimes, and crimes in counties that don't report records to the state repository database.

Important: County Court Records are only checked in the current county or most time spent in county in last 7 years by the subject. Additional Counties are available for an added cost of \$50 per county (\$25 criminal / \$25 civil)

### **State Driver License Record:**

Current Driver License Status, Expiration Dates, 3 to 5 years Moving Violations (depending on state - some states go up to 10 years), Lifetime of DUI DWI Violations, 5-10 years License Suspensions (depending on state - may be lifetime).