

Client Data/Subscriber Contract for Nanny Agencies



Background Checks for
Nannies

BackgroundChecksforNannies.com

by **true hire**

Instructions: Please complete this application and return it to True Hire.

11730 Cleveland Ave. NW
Uniontown, Ohio 44685
TEL 800.262.7301 FAX 800.262.6720
info@true-hire.com

Client Information Must list physical address of agency.

AGENCY NAME	CONTACT NAME
PHYSICAL STREET ADDRESS	CITY, STATE, ZIP
MAILING ADDRESS (IF DIFFERENT)	CITY, STATE, ZIP
PHONE	CELL PHONE
EMAIL	COMPANY WEBSITE

Background Check Services Requested

<input type="checkbox"/> NannyBasic \$21.60 <ul style="list-style-type: none"> • Social Security Number Trace • National Sex Offender Search • National Identifier Criminal Search • County Criminal Search for current county of residence AKA's - \$18.99/each	<input type="checkbox"/> NannyStandard \$40.50 (Includes everything in the NannyBasic Packages, plus...) <ul style="list-style-type: none"> • County Criminal Search for up to two previous counties of residence • Driving Record AKA's - \$33.30/each	<input type="checkbox"/> NannyPlus+ \$58.50 (Includes everything in the NannyBasic and NannyStandard Packages, plus...) <ul style="list-style-type: none"> • Reference Checks for up to 3 former employers/families AKA's - \$33.30/each
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Drug Test \$38 True Hire will email you and the applicant a form for them to take to any of our drug testing locations. Results will be sent via email within 1-2 days.

AKA's

Additional Charges for other names: The applicant may self-report other names or True Hire sometimes locates other names that an applicant has recently used while conducting the Social Security Trace. Since Criminal Records are kept by name, it is important to search any additional names used within the past 7 years. Additional charges per name will apply. Please initial indicating you understand True Hire's policy regarding additional names.

Criminal records are stored and searched by name and not social security number or any other means. The decision NOT to search all names for a given applicant may result in missed records.

* Additional fees apply if the applicant disclosed AKA's (See prices above).

CHOOSE ONE OPTION BELOW:

Please Search AKA's Initial Here _____ OR Do Not Search AKA's Initial Here _____

Court Fees

* Additional Court fees may apply if the applicant lives in certain areas (See County Court Fees).

MVR Fees

* Additional fees for packages that include MVR's (See Motor Vehicle Record Fees).

Expanded Package Only:

Third Party Employment/Education Verification Systems - For Verifications

Some employers and educational institutions outsource verifications to 3rd party providers, which typically charge \$5.00-\$30.00. You will be billed for the fee that True Hire is charged, there is no markup.

Rush Fees

* True Hire can rush any request you may have for an additional \$10. You may call in your rush or check the submission online.

Initial Here X _____

Agency Details Identify two administrative contacts of your organization.

[1] NAME	EMAIL
[2] NAME	EMAIL

Approximately how many applicants/nannies do you plan to screen per month? _____

Super Administrator User Info This account will have full privileges for requesting background checks.

[1] NAME	PHONE	FAX	EMAIL
[OPTIONAL] USER ID (6-10 characters)	PASSWORD (6-10 characters)	SUPER ADMIN PRIVILEGES: Add Requests, View Results, View Daily Status Reports, Admin Functions	

Additional Requestors/Users Please list all other people that will be requesting background checks.

[1] NAME	PHONE	FAX	EMAIL
[OPTIONAL] USER ID (6-10 characters)	PASSWORD (6-10 characters)	ALLOW USER TO (check all that apply): <input type="checkbox"/> Add Requests <input type="checkbox"/> View Results <input type="checkbox"/> View Daily Status Reports <input type="checkbox"/> Admin Functions	
[2] NAME	PHONE	FAX	EMAIL
[OPTIONAL] USER ID (6-10 characters)	PASSWORD (6-10 characters)	ALLOW USER TO (check all that apply): <input type="checkbox"/> Add Requests <input type="checkbox"/> View Results <input type="checkbox"/> View Daily Status Reports <input type="checkbox"/> Admin Functions	

Service Information In order to service the account the best way possible please ask the following questions.

Have you read and understand the Fair Credit Reporting Act and how it relates to background checks?

Yes No

CANCELLATION POLICY

If service is cancelled for any reason, you will not receive a refund. True Hire starts working immediately upon our receipt of your request due to the timely nature of background checks. Should you request a drug test and your candidate does not complete the drug test, you may substitute another candidate's drug test within 30 days of your initial request.

PAYMENT Please Include attached credit card authorization and fill out banking information.

WHO SHOULD RECEIVE THE BILLS?	EMAIL	PHONE
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Otherwise your account will be billed on the 15th and the last day of the month. Who should receive the bills?

Reports to be delivered:

<input type="checkbox"/> Fax # _____ Initial _____ <small>(Please note report contains sensitive personal data and initial above that this fax is in a secure location and report will be kept confidential)</small>	<input type="checkbox"/> Email	<input type="checkbox"/> Website
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AGREEMENT

The parties agree:

1. Subscriber will be given confidential information for the purposes of evaluating candidates for employment.
2. Subscriber agrees to provide data only to designated authorized agents. Information may only be obtained in connection with the Subscriber's or its authorized agent's official duty. Obtaining information under false pretenses is punishable by law.
3. Subscriber will use information only in accordance with the Fair Credit Reporting Act, 15 USC 1681 (FCRA), the Americans With Disabilities Act (ADA), and all other applicable state and federal laws.
4. Subscriber will be furnished a free copy of the FCRA and ADA and agrees that it is the Subscriber's responsibility to read, understand, and distribute material to all authorized agents. Subscriber agrees to hold harmless and indemnify True Hire against any loss, including reasonable attorney's fees, from claims arising from the misuse of information by Subscriber.
5. True Hire is a "Consumer Reporting Agency", pursuant to the FCRA, and all material provided by True Hire to Subscriber shall constitute a "Consumer Report".
6. True Hire maintains the most accurate methods and sources for the data it collects, however, under this agreement, and for the fees charged, True Hire does not, and could not guarantee the accuracy of all information. True Hire does guarantee that it will use the most current and professionally accepted methods of data collection. Subscriber agrees to hold True Hire harmless for any loss or injury arising from True Hire's mistakes in procuring, compiling, reporting, and delivering information.
7. Any breach of this agreement shall constitute a material breach and shall be grounds for True Hire to terminate this agreement immediately without any type of written or verbal prior notice.
8. Subscriber shall be responsible for obtaining and keeping on file, a signed release from all applicants as required by the FCRA. These releases must be made available to True Hire upon their request. Subscriber agrees to keep these releases on file or forward to True Hire for a time not less than the minimum specified in the FCRA.
9. If any amount due True Hire under this agreement needs to be placed for collection by True Hire, Subscriber shall be liable for the full amount, interest, late fees, and any costs associated with the debt's collection, including reasonable attorney's fees.
10. This agreement shall be governed by the laws of the State of Ohio, and all disputes arising from this agreement shall be settled in the courts of Stark County, Ohio.
11. The undersigned is duly authorized individually and/or on behalf of and as a representative of the subscriber to execute and carry out this agreement.
12. This agreement shall become effective immediately upon having been signed by representatives of both parties.
13. This is the full and complete agreement between these parties. Any changes or addendums must be in writing and signed by both parties to be valid.

AGREEMENT: I, the above named agency/company, am hiring True Hire to conduct a background check for employment purposes. I understand that the report is to be kept confidential and not shared with anyone else. I further have been advised of and understand my obligations under the FCRA and certify that I will comply with these requirements. I indemnify True Hire and release the from any liability that may arise from my failure to properly comply with any federal, state, and/or local laws regarding the use of the information that True Hire provides.

Print Name: _____

Sign Here

Signature: _____

Date: _____

True Hire [for office use only]

Representative: _____

Title: _____

Date: _____



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Credit Card Charge Authorization

True Hire requires screening services to be billed to a credit card. Your credit card will be charged after time of order.

Initial Here

X _____ Please make a one-time charge for my nanny background check to my credit card.

Billing Information

Name: _____

Billing Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Charge Card Information (As it appears on the card)

Card Type: Visa MasterCard Discover American Express

Card Holder: _____

Card Number: _____

3 Digit Security Code (Amex 4 digits): _____

Expiration Date: _____

I Authorize True Hire to charge the credit card listed above.

Sign Here

Signature: _____

Date: _____



Background Release

In connection with this application for employment, I understand that an investigative consumer report may be requested now by True Hire, and in the future as terms of my continued employment. This report may include information pertaining to my character, education, work history, credit history, motor vehicle records, and criminal information contained within any government agency, Federal, State, or Local. This information shall include, but not be limited to, verifying any statements made on my application.

I hereby authorize all corporations, companies, credit agencies, educational institutions, persons, law enforcement agencies, military services, and former employers to release information they may have about me to Company or its agents, and do forever release them from

any liability or responsibility for doing so to the fullest extent allowed by law from any claims arising from the requested information.

If required, I specifically authorize a credit report to be obtained on myself. If required, I specifically authorize workers compensation claim information to be obtained on myself by True Hire.

I recognize and agree that a copy or facsimile of this document shall be as valid as the original and agree that this release shall be valid for this and any future update reports requested.

According to the Fair Credit Reporting Act, I am entitled to know if employment is denied based on information contained in this report, and to receive, upon written request, a disclosure of the public record information as well as the nature and scope of the investigative report.

Confidential Information Used for Background Checking Purposes

PRINT FIRST NAME	MIDDLE INITIAL	LAST	SOCIAL SECURITY NUMBER	DATE OF BIRTH
DRIVER'S LICENSE NUMBER	STATE OF ISSUANCE	EMAIL		
PRESENT ADDRESS	CITY, STATE, ZIP		COUNTY	

Please list any previous addresses you have had in the past 7 years:

PREVIOUS ADDRESS	CITY, STATE, ZIP	COUNTY
PREVIOUS ADDRESS	CITY, STATE, ZIP	COUNTY

Please list any former names (i.e. maiden or otherwise) you have used in the past 7 years (Including years used):

Please list any felonies or misdemeanors you have been convicted of in the past 7 years (Please list date, charge, location, outcome):

References - please list 3 former employers/families for whom you've worked.

[1] COMPANY OR FAMILY NAME		EMAIL		
STREET ADDRESS	CITY	STATE/ZIP	SUPERVISOR	
PHONE	POSITION	START DATE / END DATE	SALARY	
JOB DUTIES		REASON FOR LEAVING (if applicable)		
[2] COMPANY OR FAMILY NAME		EMAIL		
STREET ADDRESS	CITY	STATE/ZIP	SUPERVISOR	
PHONE	POSITION	START DATE / END DATE	SALARY	
JOB DUTIES		REASON FOR LEAVING (if applicable)		
[3] COMPANY OR FAMILY NAME		EMAIL		
STREET ADDRESS	CITY	STATE/ZIP	SUPERVISOR	
PHONE	POSITION	START DATE / END DATE	SALARY	
JOB DUTIES		REASON FOR LEAVING (if applicable)		

Signature:

Date:

Motor Vehicle Record Fees

Presented by True Hire

Updated 2/18/14

State	Fee	State	Fee
Alabama	\$8.25	Montana	\$7.25
Alaska	\$11.00	Nebraska	\$3.00
Arizona	\$6.00	Nevada	\$7.00
Arkansas	\$11.50	New Hampshire	\$13.00
California	\$2.00	New Jersey	\$12.00
Colorado	\$2.20	New Mexico	\$6.50
Connecticut	\$18.00	New York	\$7.00
Delaware	\$15.00	North Carolina	\$8.00
District of Columbia	\$13.00	North Dakota	\$3.00
Florida	\$8.10	Ohio	\$5.00
Georgia	\$6.00	Oklahoma	\$27.50
Hawaii	\$23.00	Oregon	\$10.68
Idaho	\$9.00	Pennsylvania	\$8.00
Illinois	\$12.00	Rhode Island	\$20.00
Indiana	\$7.50	South Carolina	\$7.25
Iowa	\$8.50	South Dakota	\$5.00
Kansas	\$8.70	Tennessee	\$7.00
Kentucky	\$5.50	Texas	\$6.50
Louisiana	\$6.00	Utah	\$9.00
Maine	\$7.00	Vermont	\$17.00
Maryland	\$12.00	Virginia	\$7.00
Massachusetts	\$8.00	Washington	\$13.00
Michigan	\$7.00	West Virginia	\$9.00
Minnesota	\$5.00	Wisconsin	\$5.00
Mississippi	\$14.00	Wyoming	\$5.00
Missouri	\$5.80	Puerto Rico	\$12.50

County Court Fees

Presented by True Hire

AR	Clark	\$10.00
AR	Craighead	\$4.00
AR	Greene	\$11.00
AR	Saint Francis	\$5.00
AR	White	\$6.00
AZ	Apache	\$17.00
AZ	Mohave	\$7.00
CA	Imperial	\$15.00
CA	Inyo	\$15.00
CA	Lassen	\$15.00
CA	Los Angeles	\$5.00
CA	Mendocino	\$15.00
CA	San Luis Obispo	\$1.00
CO	Boulder	\$5.00
CO	Morgan	\$5.00
FL	Baker	\$7.00
FL	Bradford	\$10.50
FL	Dixie	\$10.50
FL	Franklin	\$7.00
FL	Gadsden	\$14.00
FL	Gilchrist	\$10.50
FL	Glades	\$10.50
FL	Gulf	\$10.50
FL	Hendry	\$10.50
FL	Madison	\$10.50
FL	Taylor	\$14.00
FL	Walton	\$10.50
FL	Washington	\$14.00
ID	Gem	\$5.00
ID	Valley	\$5.00
IL	Alexander	\$42.00
IL	Greene	\$5.00
IL	Saint Clair	\$5.00
KS	Osage	\$10.00
KS	Saline	\$9.00
LA	Cameron	\$10.00
LA	Orleans	\$10.00
LA	Red River	\$10.00
ME	All Counties	\$35.00
MI	Alcona	\$20.00
MI	Alger	\$15.00
MI	Allegan	\$5.00
MI	Alpena	\$15.00
MI	Antrim	\$10.00
MI	Arenac	\$15.00
MI	Baraga	\$10.00
MI	Barry	\$10.00
MI	Benzie	\$3.00
MI	Berrien	\$10.00
MI	Branch	\$20.00
MI	Calhoun	\$5.00
MI	Cass	\$20.00
MI	Charlevoix	\$5.00
MI	Cheboygan	\$5.00
MI	Chippewa	\$10.00
MI	Clare	\$10.00

MI	Crawford	\$5.00
MI	Delta	\$30.00
MI	Dickinson	\$15.00
MI	Emmet	\$10.00
MI	Genesee	\$15.00
MI	Gladwin	\$10.00
MI	Gogebicx	\$50.00
MI	Grand Traverse	\$10.00
MI	Gratiot	\$10.00
MI	Hillsdale	\$20.00
MI	Houghton	\$40.00
MI	Huron	\$10.00
MI	Ionia	\$8.00
MI	Iosco	\$20.00
MI	Iron	\$25.00
MI	Isabella	\$10.00
MI	Jackson	\$5.00
MI	Kalkaska	\$5.00
MI	Kent	\$6.00
MI	Keweenaw	\$20.00
MI	Lake	\$5.00
MI	Lenawee	\$10.00
MI	Mackinac	\$20.00
MI	Manistee	\$10.00
MI	Marquette	\$15.00
MI	Mecosta	\$10.00
MI	Menominee	\$10.00
MI	Midland	\$10.00
MI	Missaukee	\$5.00
MI	Montcalm	\$17.00
MI	Montmorency	\$10.00
MI	Oceana	\$10.00
MI	Ogemaw	\$15.00
MI	Ontonagon	\$10.00
MI	Osceola	\$10.00
MI	Oscoda	\$20.00
MI	Otsego	\$6.00
MI	Presque Isle	\$5.00
MI	Roscommon	\$5.00
MI	Sanilac	\$17.00
MI	Schoolcraft	\$10.00
MI	Shiawassee	\$10.00
MI	Tuscola	\$10.00
MI	Van Buren	\$7.00
MI	Wexford	\$5.00
MT	All Counties	\$10.00
ND	Cass	\$10.00
ND	Ward	\$5.00
NE	Statewide	\$15.00
NH	All Counties	\$20.00
NJ	Bergen	\$3.00
NJ	Essex	\$3.00
NJ	Hunterdon	\$6.00
NJ	Passaic	\$5.00
NJ	Warren	\$6.00

NV	Carson City	\$7.00
NV	Elko	\$8.00
NV	Eureka	\$7.00
NV	Statewide	\$7.00
NV	Washoe	\$14.00
NY	Allegany	\$65.00
NY	Bronx	\$65.00
NY	Brooklyn	\$65.00
NY	Cayuga	\$65.00
NY	Chemung	\$20.00
NY	Clinton	\$65.00
NY	Cortland	\$65.00
NY	Greene	\$10.00
NY	Hamilton	\$65.00
NY	Kings	\$65.00
NY	Lewis	\$65.00
NY	Madison	\$10.00
NY	Manhattan	\$65.00
NY	Man. Borough	\$65.00
NY	Montgomery	\$65.00
NY	Nassau	\$65.00
NY	New York	\$65.00
NY	Ontario	\$65.00
NY	Orleans	\$65.00
NY	Oswego	\$20.00
NY	Queens	\$65.00
NY	Rensselaer	\$20.00
NY	Richmond	\$65.00
NY	Seneca	\$65.00
NY	Staten Island	\$65.00
NY	Tompkins	\$20.00
NY	Washington	\$65.00
NY	Wayne	\$65.00
NY	Wyoming	\$15.00
NY	Yates	\$65.00
PA	Cambria	\$5.00
PA	Cumberland	\$3.00
PA	Delaware	\$10.00
PA	Indiana	\$5.00
PA	Luzerne	\$15.00
SD	All Counties	\$15.00
TN	Carroll	\$10.00
TN	Chester	\$5.00
TN	Knox	\$10.00
TX	Nolan	\$5.00
UT	Davis	\$10.00
UT	Duchesne	\$10.00
UT	Salt Lake	\$10.00
UT	Utah	\$15.00
UT	Weber	\$5.00
VA	Saint Croix	\$55.00
VA	Statewide	\$55.00
VT	All Counties	\$30.00
WV	Brooke	\$5.00
WV	Hancock	\$5.00
WY	All Counties	\$20.00