



ESS REPORT ORDER FORM

1. Make sure your applicant has completed, signed and dated the ESS "Disclosure and Authorization" form.
2. Indicate below the reports you wish to obtain on your applicant.
3. Complete the right hand section of this form. Enter comments in the Special Instructions section.
4. Upload or Fax this form, resume, employment application, and the "Disclosure and Authorization" form via "Quick Orders" at <https://iras.essclientservices.com/> or Fax (800) 321-2905.
5. For assistance, call our Customer Support Line at 800-473-7778 (6:00 AM to 5:00 PM, PST, M-F)

REPORT PACKAGES

- ✓
- "Security" Package** \$34 \$ _____
- Criminal History Search * (One Location)
 - Aux. National Criminal Index • Global Terrorist Search
 - Social Security Number Trace
- "Universal" Package** \$65 \$ _____
- Criminal History Search * (One Location)
 - Aux. National Criminal Index • Global Terrorist Search
 - Social Security Number Trace
 - 7 year Basic Employment Verification*
- "Professional" Package** \$94 \$ _____
- Criminal History Search * (One Location)
 - Aux. National Criminal Index • Global Terrorist Search
 - Social Security Number Trace
 - 7 year Employment Verification* with Supervisors & Professional References Interviews
 - Degree Verification*

ADD TO REPORT PACKAGE ABOVE

- Expanded Criminal Search* Report Package Required** \$19 \$ _____
- All locations past 7 years + Fed Crim Records past 7 years
- Motor Vehicle Report*** \$7 \$ _____

INDIVIDUAL REPORTS

- Business Credit Report (With Business Owner Profile add \$35) . . . \$40 \$ _____
- Civil Litigation Report * (One Location) \$24 \$ _____
- CREDIT REPORT w/Summary (Bureau Certification Required) **** \$12 \$ _____
- Criminal History Search* First Search (One Location) \$24 \$ _____
- Criminal History Search* Additional Search (Per Location) . . . \$16 \$ _____
- Criminal History Search* Metro Search (Where Available) . . . \$ _____ \$ _____
- CRIMINAL FEDERAL RECORDS SEARCH (State) \$8 \$ _____**
- Criminal Sex Offender Search \$10 \$ _____
- Criminal National Wants & Warrants Search \$13 \$ _____
- Degree Verification* (Without Transcripts) \$10 \$ _____
- Degree Verification* (With Transcripts) \$15 \$ _____
- Drug Testing* call \$ _____
- Employment Verification* 7 year Basic \$35 \$ _____
- Employment Verification* 7 year Comprehensive & Refs . . . \$55 \$ _____
- Federal Records Search - Bankruptcy (One State) \$8 \$ _____
- Federal Records Search - Civil (One State) \$8 \$ _____
- Identification Report (Bureau Certification Required) ** \$12 \$ _____
- Motor Vehicle Report* \$7 \$ _____
- Professional License Verification (Indicate Type & State) . . . \$15 \$ _____
- Reference Check(s) (Each) \$10 \$ _____
- Social Security Number Trace \$10 \$ _____
- Worker's Compensation History* (Job Offer Required) \$18 \$ _____

Total Order \$ _____

* Some entities (courts, DMVs, employers, schools) charge a fee to access records.
 ** Credit and ID Reports maybe subject to one time certification charge from credit bureaus.

Applicant To Be Screened:

First Middle Last

Social Security #: _____

Position Applied For: _____

Employment Verification: (if applicable)
 May we contact the current employer?
 Yes No N/A

Drivers License # & State: (if applicable) _____

Criminal Search Location(s):
 (leave blank if you want ESS to choose appropriate location)

SPECIAL INSTRUCTIONS

Ordered By: _____

Phone: _____

Receive Report By:
 Fill in the appropriate information to receive your report:

Email: _____

OR
FAX # _____

ESS to call before faxing? Y or N

IRAS: Internet Report Access System

Date / Time: _____