

## ODM Fee Schedule – Public Records Checks

**Note: Additional names used by your candidates (i.e. maiden, aliases) may result in additional cost. Please contact ODM for an explanation.**

### **Criminal History: (County Jurisdictions)**

**\$15.00 Each**

(USA - 3,072 Possible Counties) Searches for felony and misdemeanor records are performed physically in the Clerk of Court Office of the courthouse in each specific county requested by our national network of researchers (i.e. Real Time/In Person!) when available. Searches are based on the candidate's name and residential address history gathered from the "Authorization to Conduct Background Investigation" forms, applications, credit reports or Social Security Number Traces. Searches can also be based on an admitted offense by the candidate that occurred in a county never resided in. The highest level of accuracy exists at the county level in almost all cases. Data reported could include the offenses and disposition dates, case #s, original charges, active warrants, dismissals, convictions, and sentences and conditions; if any, that applied to each case. Some county clerks' offices in the state of New York do not issue or maintain public records, in this case a New York Statewide search will be conducted for the statewide fee. Criminal History Searches are based on 7 years of residential address history provided by your candidate. This service is also available for Employment Address History. Please call for details.

### **Criminal History: (Statewide Jurisdictions)**

**\$15.00 (MN), \$85.00 (NY), \$40.00 (Others - if available)**

(USA – 50 Existing Repositories) Searches are based on the same criteria followed in conducting county level searches. Not all statewide repositories can be accessed (currently CA, MA, NV, NH, VT, WV and WY are law enforcement only or require fingerprints), and many systems limit the information available (i.e. felonies or conviction records only.) In many cases the data available is incomplete, and would be significantly less detailed than that at the county level jurisdiction. Criminal History Searches are based on 7 years of residential address history provided by your candidate. This service is also available for Employment Address History. Please call for details. **Fee noted above does include all State disbursement fees.**

### **Criminal History: (Federal District Jurisdictions)**

**\$15.00 Each**

(USA – 91 Districts) Searches are conducted on-line and are based on the same criteria as noted above. Data reported could include criminal records and complaints brought by the federal government itself (such as mail fraud, interstate drug trafficking, bank robbery, civil rights violations, major crimes crossing state lines, etc.). Federal District court records are not passed on to county/state jurisdictions. Criminal History Searches are based on 7 years of residential address history provided by your candidate. This service is also available for Employment Address History. Please call for details.

### **National Sex Offender Database**

**\$15.00 per Name\***

The National Sex Offender Database includes the listing of registered sex offenders for all 50 States. NSOPW presents the most up-to-date information as provided by each Jurisdiction. Information is hosted by each Jurisdiction, not by NSOPW or the federal government. The search criteria available for searches are limited to what each individual Jurisdiction may provide.

*\*If both National Background Directory and National Sex Offender Database services are chosen the fee is \$25 per name.*

**Criminal History: (National Background Directory®)**

**\$15.00 per Name\***

The National Background Directory (NBD) is the closest thing available to a criminal records check that is national in scope. The National Criminal Database search provides multi-jurisdictional from multiple sources including County Records, State Department of Corrections and Administrative Office of Courts. Given the limitations of the data in the database and frequency of updating, we recommend that you only use the NBD as a supplement to our “real-time” criminal history record searches. \*When a record is returned, accuracy is confirmed with the originating source at the county or state courthouse. This is done in compliance with section 606 of the Fair Credit Reporting Act (FCRA), to ensure you receive the most complete, accurate information; an additional fee will apply. *\*If both National Background Directory and National Sex Offender Database services are chosen the fee is \$25 per name.*

**Social Security Number (SSN) Trace:**

**\$8.00 Each**

Traces involve securing basic information from national credit bureaus to assist in verifying and validating name(s) used, address history and the year and state where the SSN was issued. Some past employment history may also be reported. Warning messages are also issued if the SSN given by the candidate is invalid, previously assigned to another individual, or death benefits have already been processed. Traces are extremely helpful in preparing the groundwork for conducting criminal record searches in the absence of a full Credit Report. \*Client Credentialing Document required please call for details.

**Credit Report:**

**\$15.00 Each**

Accessed via the Equifax credit bureau; reveals an individual’s creditor and account payment history, and any record of bankruptcies, tax liens, foreclosures, repossessions, collection items, etc. Credit Reports also help us validate the candidate’s name, other names used, address history and Social Security Number information. Credit Reports provide a good snapshot of how the candidate handles their financial responsibilities and may reveal financial stress. A site inspection is required by Equifax to comply with the FCRA for an additional one time fee of \$100. Please call for details.

**Motor Vehicle Record: (Statewide)**

**\$20.00 Each**

(USA – 49 States\*) Searches are conducted through each state’s Department of Motor Vehicles. Searches are based on several criteria, which could include the candidate’s name, social security number, date-of-birth and driver’s license number. Data reported could include verification of the candidate’s name, address, date-of-birth, validity of the license, past violations, revocations and suspensions. \*Hawaii not available. Some Canadian MVR’s also available.

**Education:**

**\$15.00 Each\***

(USA – 4000+ Higher Education Institutions) Verification of a candidate’s educational credentials. Data is collected via direct contact with the Registrar’s Office, Student Records, Transcript Departments, Student Archives and state agencies or third party vendor\* which does incur an additional fee. Data reported will include type of degree / diploma / certificate / GED received and major and minor fields of study when available.

**Employment Verification:**

**\$15.00 Each\***

Verification of a candidate's past seven years of employment history. Verification of employer, position held and dates of employment will be confirmed. \*Some employers outsource their verifications to a third party company, additional fees may apply.

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**Applicant Copy:**

**\$10.00 Each**

Several states (CA, MN, OK) mandate that a resident applicant have a right to request a copy of the consumer report that you may order. The opportunity for initiating this request must be included in your background investigation form. ODM will provide a copy of the report and mail it directly to the applicant.

**NOTE: Fees are subject to change with or without notice. Contact ODM to verify current fees.**

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