

Default Position Codes

ODM employees are not allowed to give recommendations or opinions on what services to use. Please contact your insurance agent, organization's attorney, or governing body for requirements. The Default Position Codes are offered as a starting point commonly used by many of our current clients.

Position Code	Job Description	FCRA	Services to Perform
1	Pastoral Call	Yes	Background Referencing (10 Year Lookback), County Criminal History, Credit Report*, Motor Vehicle Report, Education (Verify Highest Degree Attained), Enhanced Nationwide Criminal Search, DOJ Sex Offender Search
2	Significant Lay Staff	Yes	County Criminal History, Credit Report*, Motor Vehicle Report, Education (Verify Highest Degree Attained), Enhanced Nationwide Criminal Search, DOJ Sex Offender Search
3	Regular Lay Staff	Yes	County Criminal History, Social Security Trace, Enhanced Nationwide Criminal Search, DOJ Sex Offender Search
4	Volunteer - Cash Handling	Yes	Enhanced Nationwide Criminal Search, DOJ Sex Offender Search, Credit Report*
5	Volunteer - Driver	Yes	Social Security Trace, Enhanced Nationwide Criminal Search, DOJ Sex Offender Search, Motor Vehicle Report
6	Volunteer	Yes	Social Security Trace, Enhanced Nationwide Criminal Search, DOJ Sex Offender Search

*A site inspection is required by Equifax to comply with the FCRA for an additional fee of \$100. Please call with any questions you may have, (800) 801-9114.