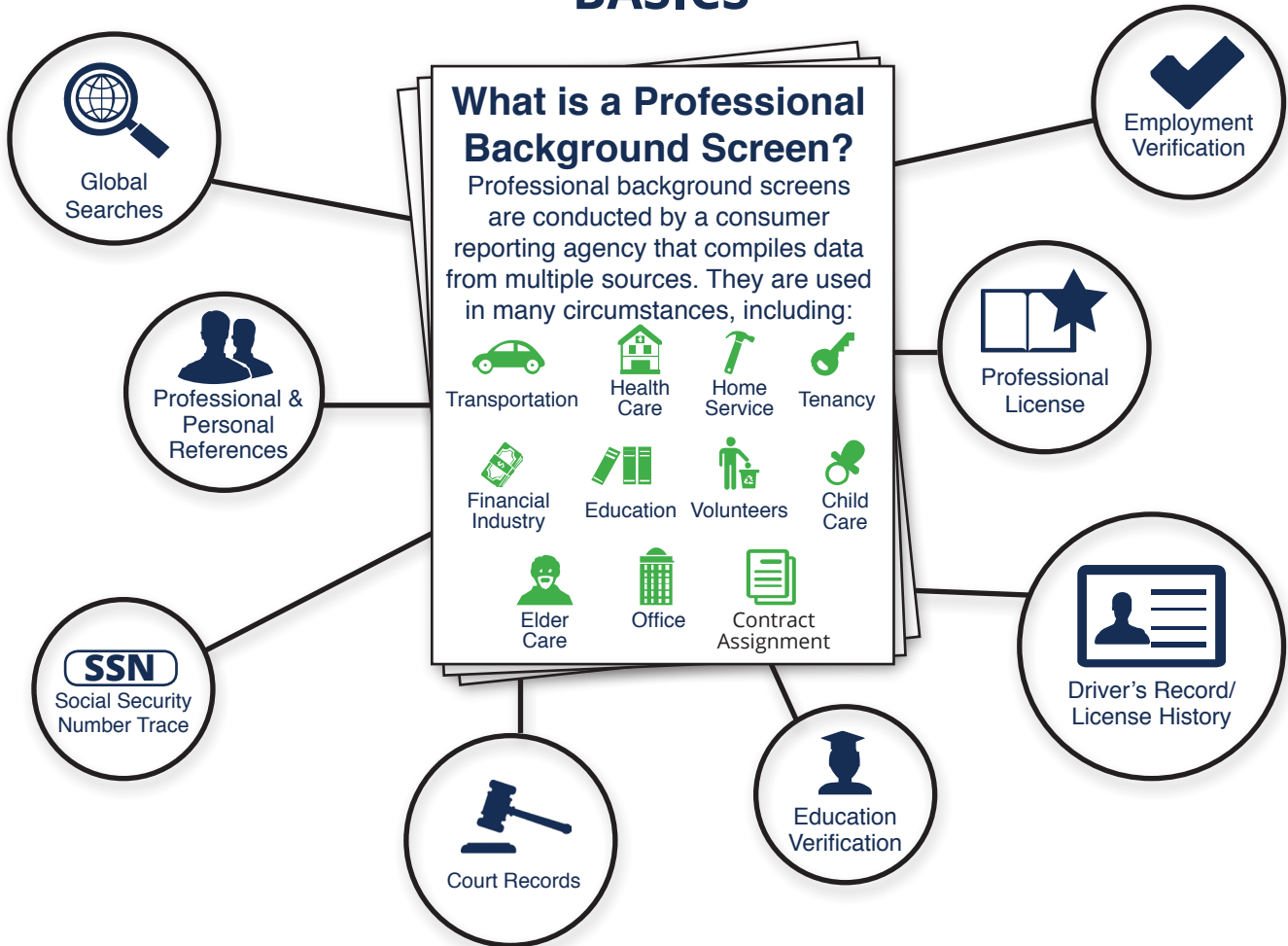


# PROFESSIONAL BACKGROUND SCREENING BASICS



## STEP ONE

Applicant **CONSENTS** to background check and **PROVIDES PERSONAL INFORMATION**



## STEP TWO

Professional Screening Firm uses applicant information to **IDENTIFY AND ADD CHECKS** defined by client scope.



## STEP THREE

Professional Screening Firm **RECEIVES RECORDS** from sources, **PREPARES REPORT** based on legal and client requirements.



## STEP FOUR

Professional Screening Firm **SENDS REPORT** to employer or property manager



## STEP FIVE

**APPLICANT MAY DISPUTE** any aspect of the report



## STEP SIX

Professional Screening Firm must **REINVESTIGATE ANY DISPUTES** at no cost



Removing personal identifiers from public records has **unintended negative consequences**

From Step One to Step Six, the **consumer is involved**