

---

*The Background Screening Credentialing Council (BSCC) has drafted the following accreditation tip for the US Employment Screening / General Background Screening BSOAP Standard, this tip applies to US Version 2.0, 3.0 and General Version 1.0. This response is provided for educational purposes only and does not constitute legal advice, express or implied of the BSCC, or the Professional Background Screening Association. Consultation with legal counsel is recommended in all matters of employment law.*

*For the purposes of this Tip, and to ensure our response applies to both Standards, the terms Organization and CRA may both be used.*

---

**TITLE: Clause 4.2 – Vetting Requirement**

*Clause: Organization/CRA must have and follow procedures to vet new public record researchers.*

A **Non-Conformity** for Clause 4.2 may look something like the following:

The absence of complete vetting documentation for all public record researchers used by the Organization/CRA. The vetting process must include all Organization/CRA public record researchers and vetting evidence for all Organization/CRA public record researchers must be available for audit purposes. This may be demonstrated with a checklist or criteria which must be reviewed.

The Audit Criteria for Clause 4.2 provides:

*[US Standard] The vetting records may include, but are not limited to: 1) evidence of right to conduct business, such as copy of business license, articles of incorporation, state filing etc., and authentication thereof, 2) verification of required private investigator license, if such license is required, and 3) results of test searches conducted. The vetting records may include, but are not limited to: 1) completed favorable reference interviews from at least one current client, 2) verification of association memberships such as local Chamber of Commerce, Better Business Bureau, NCISS, ASIS, and/or NAPBS and 3) confirmation of certificate received by successfully completing the "NAPBS RESEARCH PROVIDER EXAMINATION." Auditor will seek evidence of adherence to policies and procedures.*

*[General Standard] The vetting records must include, but are not limited to: 1) evidence of right to conduct business as is available. (This may be a copy of business license, articles of incorporation, or at the least an explanation of what is required in that jurisdiction to run such a business and proof of meeting this. In some jurisdictions, organizations must be registered. Proof of registration is requested, and preferably obtained as a third party), 2) completed favorable*

*reference interview from at least one current client, and 3) verification of association memberships, which should be verified with the association where possible. Auditor will seek evidence of adherence to policies and procedures.*

We hope the above provides further information and clarification on the information provided in the Standard and may be used to improve your accreditation submission.