

*The Background Screening Credentialing Council (BSCC) volunteer members drafted the accreditation tip for Clause 4.2 of the BSAAP Standard, version 2.0, effective April 6, 2018. This tip does not constitute a legal opinion of the BSCC.*

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**TITLE: Clause 4.2 – Vetting Requirement**

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

A **Non-Conformity** sometimes identified for this clause is the absence complete vetting documentation for all public record researchers used by the CRA. The vetting process must include all CRA public record researchers and vetting evidence for all CRA public record researchers must be available for audit purposes.

The Audit Criteria for Clause 4.2 provides:

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.