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*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.*

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**TITLE: Clause 2.10, Client Required Documents**

Clause: *Organization / CRA must have and follow procedures to inform client of specific forms or documents required to complete specific searches.*

The following is an example of a **Non-Conformity** cited during an audit regarding this clause:

*“Testing of the control activity disclosed that the agency could not provide evidence to verify that sample documents, or notifications informing clients of specific documents which were needed to meet legal requirements regarding employer’s procurement and use of consumer reports were provided to clients for two out of five clients sampled. We expanded our sample by an additional five clients and encountered one further exception.”*

The Audit Criteria for Clause 2.10 provides:

*Organization / CRA must have and follow procedures to inform client of specific forms or documents required to complete specific searches. 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.