

PROFESSIONAL BACKGROUND SCREENING PROCESS

STEP ONE

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



STEP TWO

Professional Screening Firm **IDENTIFIES APPLICANT** and **PRIOR RESIDENCES**



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

STEP THREE

Professional Screening Firm checks **RECORDS**



STEP FOUR

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



STEP FIVE

APPLICANT MAY DISPUTE any aspect of the report



This provides the **consumer a voice in the process**

STEP SIX

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



Consumer Protection, It's the Law.

Professional Screening Firms operate in a controlled, regulated and transparent process pursuant to the Fair Credit Reporting Act (FCRA). The FCRA has several requirements for Professional Screening Firms, including, but not limited to, the following...



Follow reporting limitations in **FCRA and state laws**



Use "reasonable procedures to assure maximum possible accuracy"



Reinvestigate at no cost to the applicant if there is a dispute

Employers and property managers contract with Professional Screening Firms to ensure applicant screening is compliant with laws and regulations and designed to promote safety in our communities based on the position sought. Once the employer has contracted with a Professional Screening Firm and certified that they will comply with laws and regulations and have a permissible purpose to request a background check, the employer defines the types of background checks they would like completed and the point in time when the background check will be conducted during the placement process. Then, the above steps occur.