IN THE BUSINESS OF YOUR SUCCESS℠

# NEW Services Available with ADP BackCheck

### Online ordering and candidate consent – for any ADP BackCheck service at no additional charge!

ADP BackCheck enables paperless background checks. From anywhere, candidates can complete consent forms and provide their signature using an online signature tool.

- Customer logs in to secure website, provides basic information about the candidate and selects the appropriate service or package
- Candidate receives an invite to complete a check via email
- Candidate enters personal information and signs with mouse to give proof of consent
- Consent forms are created, background checks are conducted, and reports are securely delivered online

### ID Verification Options for Your ADP BackCheck Criminial Record Checks

- Simplifies the criminal record check process for candidates
- ID verification is completed at no cost to the candidate and can be completed entirely offsite

ID verification is available via two methods:

Canada Post

- Candidates register online and are instructed to print forms and bring them to any Canada Post location
- The Canada Post retail clerk ensures the form is completed, witnesses the signature, scans and emails the form and appropriate identification, and confirms the transmission was sent

Organization

- Candidates complete online or paper forms and bring them to the hiring organization for review
- The hiring manager ensures the form is completed, witnesses the signature, scans and emails the form and appropriate identification, and confirms the transmission was sent

For an additional charge each candidate can have their own user account, enabling them to share their criminal record check results with any organization. This service has the additional benefit of being customer-paid or applicant-paid.

### I've Been ADP BackChecked! Program

Demonstrates that employees and contractors are honest, safe and reliable.

Use the program as a competitive advantage, visibly demonstrating to customers and contractors that employees have been verified by BackCheck.

Identifies:

- Employee's name and picture
- Serial number
- Expiry date
- A list of the background check services conducted and verified credentials

After completing one or more screening services, there are two options - printed ID card or online profile for viewing by anyone wanting to verify the legitimacy of the serial number or ID card.

### Zero-In™ (Add-on service to Criminal Record Check)

Provides clarity to criminal record check results returned as 'not clear' or 'inaccurate'.

Customer can ask the candidate to re-disclose the details of criminal convictions. ADP BackCheck police partners will confirm or deny the accuracy of the updated disclosure.

### Drivers Licence Verification

- Efficient and easy tool to ensure employees, contractors and volunteers have a currently valid driver's licence
- Available in all provinces except Newfoundland
- Confirms licence status, class and recent driving history
- Used as a summary service or to supplement Driver's Abstract service

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# NEW Ancillary Services

**Reference Interview Types**
Perform the highest level of evaluations with two new specialty reference checks:

- **Patient Care**
  Cover areas of inquiry designed to obtain specific information for nursing and patient-care positions using vocabulary and terminology that is most commonly used and understood by healthcare professionals
- **Executive**
  Strong focus on unearthing details pertaining to the candidate's management skills, including budgeting, leadership skills, conflict resolution and strategic thinking

Basic, Standard, Investigative and Patient Care reference interviews are also available online.

**U.S. / International Searches**
Ensures complete peace of mind through performing comprehensive searches across the globe

- **Primary U.S. Criminal Record Package:**
  Validate Social Security Number, obtain address history, search County courts for 7-year criminal record search
- **National Criminal Database (NCDS) + Sex Offender Registry Search**
  Includes a comprehensive search of the National Sex Offender Public Registry and State Sex Offender Registries from all 50 states
- **US Credit Check**
  Provides you with an understanding of your candidates' financial responsibility
- **US Motor Vehicle Record (MVR) Search**
  Identify impaired charges, speeding and other driving offenses of your candidates through a search across US State databases
- **International Criminal Record Check**
  Choice of Comprehensive (where criminal record information is permitted for release), Policy Certificate Authentication (to confirm documents provided by applicant), or Limited International Criminal Record Check (where criminal record information or authentication is not available)
- **International Credit Check**
  Choice of Consumer Credit History or Civil Suits and Judgments where available

**Specialty Searches**
For the highest level of confidence in determining the candidate's suitability

- Media Search across North America to identify any public information pertinent to the candidate
- Quebec Society of Judicial Information (SOQUIJ) search for Quebec court cases. Order in conjunction with criminal record check for Quebec residents.
- Social Insurance Number (SIN) Validation ensures the candidate has provided a true and valid SIN

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