# Accurint<sup>®</sup> for Government Get Started



# **Customer Education**

v3.08.21.2012

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Customer Support 866.277.8407

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# **Signing On**

- 1. Go to <u>www.accurint.com</u>.
- 2. Click Sign On.



- 1. Enter your User Name.
- 2. Reproduce the verification characters above the bottom field.
- 3. Click Next.

Verification Characters provide you with greater security. We ask that you enter the numbers found in the box provided. Automated programs cannot 'read' the numbers you see in the box, only humans can. By entering the numbers, it ensures that you are logging into our system from the correct URL.

- 1. Enter your Password.
- 2. Click Sign On.



assword:	Sign On )
	Forgot Passwore
<b>—</b> <i>Cu Di C</i> eles es es	
For 24/7 sign on as Email Customer S	sistance, search assistance, technical assistance or security questions: upport or call 1-866-277-8407
For 24/7 sign on as Email Customer S	sistance, search assistance, technical assistance or security questions: upport or call 1-866-277-8407  Education & Training:

# Selecting a Permissible Purpose



Select the applicable GLBA and DPPA Permitted Uses.

If you are unsure of your permissible purposes, please contact your administrator or management.



#### **Change Your Permissible Uses**

To change your permissible uses, select the hyperlinked permissible use located at the bottom of the search screen. You will be taken back to the two GLBA and DPPA permissible use screens, where you can revise your selections and continue with your search.

# Main Menu Overview

LexisNexis® Accurint for Government 24/7 Search and Technical Assistance 1-866-277-840 MY ACCURINT | CONTACT US | LIVE CHAT | HELP | SIGN OUT Today is Friday, February 03, 2012 | Security Reminder You last sized in on Thursday, February 02, 2012 st 03:33 PM EDT [-] My Account a [-] New Products & Announcements View Past Announcem Preferences Change Password Learn More! Click here to download a complimentary Getting Started Guide. Report Manager Person Alerts My Accurint - Favorite Searches Batch Reporting Dashboard \* Batch Output | Dynamic Desktop | Advanced Person | Real-Time Phones | Business | Real-Time MVR | [-] Administration Default Landing Page After Sign On: 🔘 My Accurint 👘 Main Menu (This Page) Summary Available Accurint Searches: [+] Show All | [-] Hide All | Rollovers Enabled Manage Users Manage Groups [-] Businesses [-] Assets [-] People [-] Licenses <sup>9</sup> Manage Company Advanced Person » Motor Vehicles Drivers Licenses Business Search Billing Info Corporation Filings > Property (Property Professional Licenses > Person Search Assessments, Deeds & Activity > Virtual Identity > Businesses in the News > Voter Registrations Mortgages) > National UCC Filings > Hunting/Fishing People at Work <sup>2</sup> Company Security > Automated Valuation License Death Records > Business Credit Models Concealed Weapons » Real-Time Person > Dun & Bradstreet > Watercraft Permits Search > Delaware Corporations [-] Training & Security > Real-Time Motor InstantID > FAA Pilots Business InstantID Vehicle Registrations > DEA Controlled > People in the News <sup>a</sup> Government Learning Internet Domains > FAA Aircraft > Email Search Substances > Fictitious Business Resource Center > Federal Firearms & Direct-to-Report Name Product Support Explosives > Federal Employer ID » Power Search [-] Courts > MVR Reports (Driving \* Frequently Asked Questions Numbers (FEIN) » Workplace Locator Records) > Criminal Records Security Center Marriages/Divorces [-] Healthcare [-] Phones » Bankruptcies, Liens & Security Presentation Judgments > Provider Search > Phones Plus » Civil Courts Provider Sanction Basic Lookup Sexual Offenders , Real-Time Phones Search [-] Recent Searches [Show All] > Official Records Comprehensive Reverse Lookup Foreclosures Healthcare Provider > Canadian Phones No Activity (Last 24 Hours) Report National Motor Vehicle Use of Recent Searches is subject to Accidents Comprehensive your Permissible Use selections Healthcare Business [-] Batch

### **People Category**

Basic information about individuals, including addresses, phone numbers, full dates of birth and Social Security numbers.

### **Businesses Category**

Various business searches are available within the Business Category, such as Corporation, UCC Filing, Dun & Bradstreet, and Delaware Corporation Searches. Public records available for businesses, including business locator and secretary of state filings, FBN's and FEIN numbers.



#### Why do we conduct a Business Search?

- Locate a business using a company name, business phone or FEIN.
- The search may return business related information from all states including related business names and FEINs as well as address and phone information.

### Assets Category

Property, vehicles, watercraft and aircraft information.

## **Licenses Category**

License information, including DLs and state professional licenses – another source of person locator information.



### Why do we search Professional Licenses?

- People who need licenses in order to work in their profession will make sure that information is up-to-date.
- Many different states and types of licenses are covered. It is important to click the "coverage" button in order to know what licensure information is covered in which state.

# **Phones Category**

Phone look-ups and reverse phone look-ups in real time.

# **Courts Category**

All court documents, including civil filings and criminal records.



### Why do we conduct a Courts Search?

- Court records assist in your efforts to find additional information to verify a person or a business.
- Court records include a variety of search options including bankruptcy, criminal records, civil records, OFAC records, sexual offender information, foreclosures and much more.

## My Account

Links in this section include the change password link, Customer Support and Frequently Asked Questions. Users classified as system administrators will have access to additional links that allows them to manage the account and users.

# **Person Search**

### Perform a Person Search

If you know the subject's Social Security Number (SSN), use it alone in your first search. Searching on a SSN gives you a chronological list of addresses for an individual and any name variations or aliases.

There are no required fields, so you can start searching with whatever piece(s) of information that you have. The amount and type of information that you enter will affect the results that you retrieve.

If you are unsure of the spelling of a person's name, check the Include name variations checkbox to search for variations of the subject's name if no exact match is found.

avanceu Person	Person	Virtual Ider	tity Peo	ple At	Work	Deat	h Records	Real-Time Pe	erson Search	More Searches 🔻
Last Name	First Na	me M	iddle Nam	te:	×ID <sup>SM</sup>		SSN	-	SEARC	H CLEAR FORM
Include name Street Address 🛙	variations	City	Sta	ste 🗐	Zip				Covereg Importan data source	to The Public Records and commercially available used in this system have errors. Data is
County Ra	dīus								sometime generally r	s entered poorly, processed incorrectly and is not free from defect. Read More
Phone 🖬	оов 🛄	Age	Range							
🔲 Include Bankr	uptcies 🗐									



### **Additional Features**

**Radius field** - Use this field to help focus on a geographical area of interest. Research suggests that most people move within a 50 mile radius. The radius feature allows you to search for a person within a 99 mile radius of an address.

**Coverage** - Click Coverage on any search page to show the state and county coverage areas for each particular data source, keeping you more focused and efficient in using the service.

**Help** - Click Help on any search page to provide additional search instructions and/or search tips to help generate the best results.

### Person Search Results Overview

- Name, address and telephone numbers are displayed with the most probable current address at the top.
- A check mark indicates the most probable current address. This means that two or more sources have verified the address.
- The dates provided are ranges and are to be used as a guide.
- A D indicates a person is deceased. Place your mouse over this indicator to view the date of death.
- A Flag indicates caution.
- Click the See Examples link to view a sample of each report offered.

a P Sea	erson rch Te	n Search Results erms Used - Last Name:	MARSUPIAL;	First Name: m	iark;				Records: 1 to 2 of 2
					PEdit S	earch Denew Se	arch 🕮	rint Results	Export to Excel
	All	Full Name	SSN	Address		Phone		Next Steps	1
1.	25	MARK MARSUPIAL DOB: G40x/1975 (35)	361-76-xxxx	401 N LAZY LA AMA AREOR II Oct 99 - Nev 10	uKE RD 148104 9			Relatives     Neighbors     Associate     Relatives,     Associate     People at	s Neighbors & S Work
Rep	orta (	Comprehensive Gother Report Esports	HE Relation	B Finder	MAddress Report	Card Report	T Court Search	Lean can ass	n how Accurint Report lat you:See Example
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Rep	orts:	Comprehensive D Other Report Report	22 felevint	Report	Madruss Report	Contact Card Report	T Court	Lean can ass	n how Accurint Report list you See Example

# Next Steps

Offers other avenues to uncover information including Relatives (1st degree matches), Neighbors, Associates (linked to the person via two shared common addresses), or a combination of all three. Next Steps also allows you to search for People at Work records for your subject.



### **Too Many Records Found**

If too many records are found, the following message displays, "*The search you have requested resulted in over 1000 matches.*" Try adding criteria including Phone Number, Date of Birth and Age Range.



### Why do we ....

### search by Social Security Number?

Since ideally each SSN is connected to a single person, it is the best way to search for an individual.

### search by data other than a Social Security Number?

- More than one person may be attached to a SSN, either through fraud or mistake.
- A young person, a new citizen, recent older widows who relied heavily on their husbands' SSNs, and others with thin files may not have much information under their SSNs.
- A Sr./Jr. situation may result in the father's and son's information getting confused.

### look up an address, even if it is old?

- An old address may lead us to a current address.
- Searching by an address will give you not only the subject, but others who have lived or are currently living at the address. These may be great contacts.
- If the person is renting, looking up an address (especially in property deeds) will give you the landlord's name and information. They are another great contact.
- When a checkmark appears next to an address, it indicates that data was found in the database as of that day, indicating with a high level of confidence a "rightparty" contact.

# **Advanced Person Search**

Last Name	First Nar	ne	Middle	Name	SSN		LexID <sup>SM</sup>			SEAD CR	
Include similar Street Address	sounding na	mes 🚺 City	E St	ct Search Stet	. 0	Zip	]			Coverage Emportan data source sometimes	Help?     The Public Records and commercially avails     antered poorly, processed incorrectly and is     antered poorly, processed incorrectly and is     of the form offer. Factor More
Additional Subject In	lormation	Ag	e Range		1						
Other Last Name	Other City		Other St	ate 🗾	Othe	r State 📕	3	00000	10110100100		
Relative First Nar	ne Oth	er Relative	First Na	ime							

## Perform an Advanced Person Search

Sometimes it is necessary to search on a deeper level to find your subjects. We have made that search easier with Advanced Person Search. This Search allows you to include additional information about your subject, such as a relative name or previous state of residence, or even use partial information you may have, to more accurately pinpoint where they may be currently located.

- Search using your subject's name and the first name of a relative. For example, if you are looking for John Doe and you know he has a relative with the first name of Jane.
- Search using your subject's name and include a name they may have previously used or may be currently using. For example, Jane Doe may have previously been known as Jane Smith.
- Search using your subject's name and state of residence as well as any previous state or states (maximum of two) in which they may have resided. For example, Jane Doe in Florida who previously resided in Connecticut and Rhode Island.
- Search using your subject's name, city and state and include the name of another city and state in which they may have lived. For example, Jane Doe in Sunrise, Florida, and Tallahassee, Florida.
- Search using your subject's name and the last four digits of their Social Security Number. For example, Jane Doe and 1234. You may even use a partial first name.

# LexisNexis<sup>®</sup> LexID<sup>SM</sup>

LexisNexis<sup>®</sup> LexID<sup>SM</sup> automatically analyzes billions of records and quickly identifies and connects relevant information using a secure (non-Social Security based number) and unique 12-digit identifier. LexID<sup>SM</sup> is also more secure than a Social Security number because it cannot be misused in order to commit fraud. It may potentially return more records than are returned in the original search using first name, last name, or date of birth. The result is a complete picture of an individual, leading to more accurate, timely and informed decisions.



#### Why Do We Use Advanced Person Search?

- Advanced Person Search allows you to search by LexisNexis<sup>®</sup> LexID<sup>SM</sup>, a unique, 12-digit identifier which can more closely indicate who your subject is than a Social Security Number. The LexID<sup>SM</sup> number only pulls records associated with a single individual. It may potentially return more records than are returned in the original Advanced Person Search using first name, last name, or date of birth. LexID<sup>SM</sup> is also more secure than a Social Security Number because it cannot be misused in order to commit fraud.
- Entity roll up provides a person's names, aliases, associated SSNs, addresses and phone numbers in one area.
- Icons for property ownership, motor vehicle registrations, criminal records and phones plus records display which can provide additional information.

# **Real-Time Person Search**

Search using Last Name, First Name and State. You can also add criteria, such as Middle Name, DOB, City, Zip Code or Age Range to help you refine your search.

Click on Information Icons for additional tips.

Utilize the Phonetic Search capability to look for phonetic variations of the subject's name if you cannot find an exact match or if you are unsure of the spelling of a person's name.

Torne Torne			1		
Last Name	First Name	Hiddle Name	SSN		
	1			REPORT CLEAR FORM	
Street Address	City	State 210		Coverage   Help?	
				Insportant: The Public Records and	
A0	e Range			commercially available data sources use	d in
1				entered poorly, processed incorrectly and	£ 18.
122220102222				generally out heathom detect. Read Men	
Additional Subject I	nformution				
Other Last Name	Other Oty	Other State 🗳 Other St	inte IL		
Relative First Name	Other Relative Fire	t Name			
Phonetic Search:					



### Why Do We Use Real-Time Person Search?

- This search provides the most up-to-date information available using real-time access to live data.
- The results are derived from continuously updated national databases containing more than 215 million consumers.

# **Real-Time Person Search Report**

Real-Time Person Search results include the following:

- Subject's name and all other known aliases
- Best address and up to 10 other known addresses
- Date each address was first reported and last updated
- Best Social Security number and up to 4 other reported SSNs
- Number of times the consumer's same address and Social Security Number were reported
- Spouse's name (or initial)
- Full Date of Birth (or year only)
- Date of Death, if applicable

		Real-Time F	Person Search	n Report	
Date: 05/18	5/09				
		Ident	ification Informatio	n	
SSN: Name: DOB: Spouse:	268-66-xxxx JOHN R DOE 02/27/1958 KIMBERLY	SSN issued:	1973 - 1975	Times Reported:	33
Current Addr	ess: 1	23 MAIN STREET BELLBROOK, OH 4530 Date First Reported: Oc Date Last Updated: Ap	5-8761 tt 24, 2000 tr 4, 2006		
Previous Add	ress:	56 APPLE COURT DAYTON, OH 45431-28 Date First Reported: Ju Date Last Updated: De	540 n 25, 1989 c 11, 2001		
Previous Add	ress;	789 GULF DR DAYTON, OH 45459-82 Date First Reported: Ma Date Last Updated: Au	230 ar 23, 1990 ig 4, 1990		
Other Names		ESTATE JOHN DOE IONATHAN DOE IOHN ROGER DOE			

# **People At Work**

Select the People at Work search via the People Tab or the Next Steps feature.

- Search for individuals by their company name or company address.
- Advanced searching using SSN and telephone number to identify potential places of employment.
- Search results include name of the business and address information. It also includes phone numbers and titles when available.
- Review the company name and date range to assist in determining the employment status of your subject.

Last Name	First Name	Middle Name SSN		SEAR	CI FAR FORM
Company Name				Covere	ige   Help?
Street Address	City	State 🖬	Zip	Importa data sou sometim denerativ	ant: The Public Records and commercially availat rocs used in this system have errors. Data is les entered poorly, processed incorrectly and is not these from defect. Read More
FEIN F	hone Number La	×ID <sup>5#</sup>			



#### Why do we run a search in People at Work?

• Locating a current or previous employer can give contact information to further locate a person.

# **Phones Category**

Phones Plus	Basic Lookup	Real-Tir	ne Phone	s Révers	e Lookup	Canadian Phones	**
Last Name	First Na	me	MI	LexID <sup>SM</sup>	10		SEARCH CLEAR FORM
Street Addres	9	City		State 🔟	Zip	-11	Coverage   Help?
County	_						Important: The Public Records and commercially available data sources used in this system have errors. Data is sometimes entered poorly, processed incorrectly and is generally not feet from detect. Read More
	er .						Information available through the Phones Plus feature may not be used for marketing, solicitation, or similar purposes

### **Phones Plus**

Phones Plus locates unlisted and unpublished phone numbers, in addition to cell phone numbers. Search Phones Plus using these best practices:

- Reverse address matching
- 7 and 10 digit reverse telephone searching
- First name and last name searching

Phones Plus can include Directory Assistance listings with advanced searching.



#### Why do we conduct a search in Phones Plus?

- Phones Plus gives a user access to over 25 billion cell and unlisted numbers in addition to electronic directory assistance.
- A user can start with a name or a number.
- The carrier and location of the service are also listed.

### **Reverse Lookup**

Reverse Lookup allows users to match an existing telephone number to a potential subject or address.

## **Basic Lookup**

Basic Lookup includes Directory Assistance searching using:

- Reverse phone look up (7 and 10 digit)
- Reverse address look up can include ex-roommates, parents, etc.

Limits searches to return results only on residences or only on businesses, or both.

### **Canadian** Phones

shown

Canadian Phones search includes all 10 provinces and 3 territories.

### **Phone Detail Report**

Phone Detail Report From search results, the Name: Marsupial, Mark Phone Detail Report is SSN: 123-45-xxxx LexID: 33333333333 available and may contain Address: 123 Main Street the following information: Phone/Time Zone: 555-111-1111 - EST **BELL SOUTH SO BELL**  Subject Name Carrier Information: ANYWHERE, FL Caller ID Name Source: **Combined Phones Source**  Addresses with Resident Prove Secul Source: **Real-Time Phones** latitude and longitude Name: Mark Marsupial information Caller Id Name: Marsupial, Mark Listing Creation and Address: 123 Main Street Anywhere, FL 00000-1111 **Transaction Date** Listing Creation Date: 08/27/2007 Wireless, Landlines, Listing Transaction Date: 08/30/2007 Voice over Internet Address Type: Street Address Protocols (VoIPs), and Line Source Type: Telephone Company Phone Line Status: Active-Landline other phone numbers Phone Listing Type: Residential Line Status and Listing Non-Published: N Type Ported Indicator. Porting and Non-Operating Company Name: Bellsouth Telecomminc dba Southern Bell Tel & Tel Published Indicators Operating Company Affiliated To: AT&T Operating Company Address: Carrier Company Operating Company Phone: 800-732-5689 information and Operating Company Fax: contact details Operating Company Contact: AT&T Subpoena Management Center Other information Company Contact Email: related to the address Company Contact Address: 208 S. Akard

Dallas, TX 75202

# **Real-Time Phones Search**

	1953.		• · · · · · · · · · · · · · · · · · · ·		
Last Name		Fire	it Name	MI	SEARCH CLEAR FORM
Street Addres	19	City	State 🖬 Zip		Coverage   Help?
Phone Numb	er SSN	LexID <sup>5M</sup>	T Include simil	er sounding names 🖬	Important: The Public Records and commercially availab data sources used in this system have errors. Data is sometimes entered poorly, processed incorrectly and is generally not free from detect. Read More

Locate the subject using a variety of search criteria including the 10-digit or 7-digit (without area code) phone number, subject's name and address combinations, and address only searches.

Real-Time Phones Search results may include Subject Name, Address, Phone Number, Source Type, Time Zone, Carrier Name, as well as Carrier City and State.



### Why do we conduct a Real-Time Phones Search?

- This search provides additional real-time phone source information on over 115 million wireless numbers and detailed information of carriers that can be used for investigative purposes.
- Search results include phone type, phone status, carrier details, and porting indicators which help you and your agency contact the appropriate operating company for case investigations, including subpoenas when necessary.

# Reports

- Reports take the information from a specific subject's record and run that information through every available source.
- When ordering a report from a Search Results page, click on a report icon displayed near the subject's data. Choose the result record that displays a Social Security Number.
- Reports provide further detail on the target subject or business and may identify: related public records, business profiles, contact individuals, associated individuals and entities.
  - Finder Report: May provide two degrees of relatives with an address summary, phone summary, and bankruptcy information.
  - Comprehensive Report: May provide three degrees of relatives, liens and judgments, criminal records and professional licenses.
- Click Save Report for later access to save results prior to clicking on Request Report.



### Why do we run a Report?

- Different types of reports can provide a great deal of information all at once.
- Some users prefer to run reports rather than do individual searches on each piece of information found in the report. This is particularly true when they need large amounts of information on a debtor or the debtor has a particularly high balance.



### Sample Reports

From a Search Results page, click the See Examples link to view a sample of each report offered.

# **Entitlements Report**

The Entitlements Report can help agencies improve efficiency and accuracy in the application review process for public assistance programs. The report provides comprehensive, nationwide data to assist with the application review process, helping to reduce inaccurate payments and mitigating risk.

- Screen applications and analyze selfreported data prior to determination
- Verify applicant identity and key information
- Identify questionable background activity
- Aid in discovering household composition
- Assist in identifying potentially unreported assets such as vehicles, property, boats, aircrafts or businesses

Entitlements Report

Summary Report

Assets

Addresses

Addresses

Associates & Relatives

Bankruptcy, Liens and
Judgments

UCC Filings

People at Work

Driver Licenses

Vehicle Registrations

Professional Licenses

Criminal Records

Phones Plus

Request Report



### Why do we run an Entitlements Report?

- The Entitlements Report can help to identify fraudulent information during the review process for food stamps, medical assistance and temporary assistance, reducing inaccurate payments and mitigating risk.
- Obtain comprehensive, nationwide data to assist with the application review process. Screen applications and analyze self reported data prior to determination.
- Leverage the power of next generation and advanced LexisNexis® LexID<sup>SM</sup> ™ technology to quickly gather and analyze comprehensive and current information.

## **Comprehensive Healthcare Provider and Business Reports**

The Comprehensive Healthcare Provider and Business Reports can provide you with the following critical information regarding the entities attempting to enroll in your programs.

- Derogatory information to include HHS OIG exclusions and state sanctions /disciplinary actions
- Deceased indicator with Date of Death
- Professional and DEA Controlled Substance License Information
- Financial information such as bankruptcies, liens and judgments
- Questionable background activity such as possible criminal records or sexual offenses
- Provider information such as National Provider Identifier (NPI), specialties, education, affiliations and more
- Verification of applicant identity
- Business Asset information such as vehicles, property, boats and aircraft



#### Why do we run Comprehensive Healthcare Provider and Business Reports?

- The Comprehensive Healthcare Provider and Business Reports can assist government health programs to identify critical information during the provider enrollment process, reducing the risk of fraud, waste and abuse.
- Obtain comprehensive, nationwide data to assist with the enrollment process. Screen providers and businesses and analyze self reported data prior to determination of enrollment.
- Leverage the power of next generation and advanced LexID<sup>SM</sup> ™ technology to quickly gather and analyze comprehensive and current information around Providers and Businesses.



#### **Add-On Features**

\*The Comprehensive Healthcare Provider and Business Reports are Add-On features and will be priced accordingly. Please contact your LexisNexis Account Representative for more information regarding the pricing details in connection with your specific price plan.

#### [-] Healthcare

- Provider Search
- Provider Sanction Search
- Comprehensive Healthcare Provider Report
- Comprehensive Healthcare Business Report
- Official American Board of Medical Specialties

The Accurint for Government services are not provided by "consumer reporting agencies," as that term is defined in the Fair Credit Reporting Act (15 U.S.C. § 1681, et seq.) ("FCRA") and do not constitute "consumer reports," as that term is defined in the FCRA. Accordingly, the Accurint for Government service may not be used in whole or in part as a factor in determining eligibility for credit, insurance, employment or another purpose in connection with which a consumer report may be used under the FCRA.

Due to the nature of the origin of public record information, the public records and commercially available data sources used in reports may contain errors. Source data is sometimes reported or entered inaccurately, processed poorly or incorrectly, and is generally not free from defect. This product or service aggregates and reports data, as provided by the public records and commercially available data sources, and is not the source of the data, nor is it a comprehensive compilation of the data. Before relying on any data, it should be independently verified.

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