

# Criminal Record Searches



*Conducting criminal searches helps you meet “due diligence” legal requirements by verifying and weighing the risks associated with a potential employee’s background.*

Screening Solutions

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## DESCRIPTION

LexisNexis Screening Solutions offers criminal record searches at the **county** level and **federal** levels in every jurisdiction in the United States and at the **state** level in most states. We also offer this service for many **international** locations. Records are searched for criminal convictions at the felony and misdemeanor levels where available. Reports include all convictions, dismissed data, and cases pending sentencing if within the 7-year guideline.

## FEATURES AND BENEFITS

**Requested online**—search requests can be made anywhere and at any time.

**Based on original court record documentation.** LexisNexis ensures exact information from original sources is returned in all cases.

**Available in all 50 states and many international locations.** Our network of court researchers are prompt, intelligent and dedicated to getting the job done right.

**Completed in industry-setting turnaround times.** We pride ourselves in leading the industry in turnaround times. Every background request is taken as a “rush” job. We know you need the information as soon as possible.

## FAQS

### *How do you know which counties to search?*

In order to facilitate comprehensive criminal and civil record searches, InstaCheck automatically matches the applicant’s current and previous addresses with the appropriate counties. Use this information to identify in which counties criminal searches should be conducted. This results in targeted searching and reduced costs.

### *Why do I need to search at the county level?*

All felony and misdemeanor offenses are stored at the county courthouses. The county level search is the most up-to-date search available.

### *When is it appropriate to order a criminal search?*

Research shows that 9% of the public have been convicted of a crime; therefore, all applicants should be screened at this level prior to hire.

### *What should I do if a conviction is returned?*

Your company should have a policy and procedure in place for handling this information. LexisNexis can provide suggestions; however, we recommend consulting with your legal counsel prior to putting any policies in place.

## TYPICAL RESULTS

The Fair Credit Reporting Act requires you to get a signed release from the applicant to conduct the background search. Because of this notice, many applicants who have a criminal history either deselect themselves from the application process or will alert you to a past offense.

The report will list the offense, the date, and the county in which the offense occurred.

## ORDERING

Contact a Sales Representative to get started developing a background screening solution, including delivery and pricing that will meet your needs. Call toll-free at 1-800-631-8777.