

Instructions for Completing the Applicant Forms Packet

- Complete, sign and date the following forms that are included in this packet.
- Contact your recruiter/hiring manager with any questions.

Form	Applicant Instructions
Application for Employment (Rev. 10-01-08)	Return the original to the recruiter/hiring manager. Note: All applicants must complete a detailed employment application even if your resume and reference information is available.
Disclosure Statement and Authorization (Rev. 05-05-09)	Complete both pages and return Copy A to the recruiter/hiring manager. Keep Copy B for your records.

FOR HIRING AUTHORITY USE ONLY	
Form	Hiring Authority Instructions
Pre-Employment Background Screening Services Request (Rev. 01-05-10)	Complete this document and submit to USDataLink background screening services. Note: Applicants do not complete this form.



Name of Administaff Client Company (if applicable and known) _____

How did you hear about the position for which you are applying? _____

As part of the application process, Administaff may conduct background checks on applicants.

EQUAL OPPORTUNITY EMPLOYER. It is our policy to abide by all federal, state and local laws prohibiting employment discrimination based solely on a person's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, sexual orientation, or any other protected status except where a reasonable, bona fide occupational qualification exists.

— PLEASE TYPE OR PRINT IN INK —			Today's Date	
First Name	MI	Last Name	Last 4 Digits of Social Security Number	
Current Mailing Address			How long at current address?	
City	County	State	ZIP Code	
Daytime Telephone ()	Home Telephone ()	E-mail Address		
Position for which you are applying		Date available for work	What is your minimum salary requirement?	
Check the following options you would consider <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary		If part-time, specify hours and days available		
Are you subject to any type of agreement with a current or former employer or entity that would restrict your ability to work at Administaff or the Client Company to which you have applied (e.g., non-compete, confidentiality, non-disclosure)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain and provide a copy of such agreement.				

EDUCATION & TRAINING

	SCHOOL NAME	CITY AND STATE	DEGREE/DIPLOMA MAJOR COURSE OF STUDY	DEGREE RECEIVED?
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No
GED				<input type="checkbox"/> Yes <input type="checkbox"/> No
Colleges*				<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No
Trade School				<input type="checkbox"/> Yes <input type="checkbox"/> No
* Only list colleges or universities accredited by the Department of Education (DOE). The DOE maintains a database of accredited institutions at http://ope.ed.gov/accreditation . It is your responsibility to verify accreditation.				
List course work undertaken or degree/diploma received from an unaccredited college, as well as any other education, training, special skills or certificates/licenses that you possess related to the job.				
Professional License/Certification #	Professional License/Certification Type	Issuing Agency	State Issued	Expiration Date
Professional License/Certification #	Professional License/Certification Type	Issuing Agency	State Issued	Expiration Date
List any machines, equipment or software programs on which you are qualified and experienced in operating.				
List any languages that you speak fluently			List any languages that you read/write fluently	
If you are applying for a position which involves driving a motor vehicle in the course and scope of the employment duties, please indicate whether you have a valid driver's license in this state.				<input type="checkbox"/> Yes <input type="checkbox"/> No



GENERAL INFORMATION

APPLICANT NAME _____

Can you, after employment, submit verification of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you 16 years old or over? <input type="checkbox"/> No <input type="checkbox"/> Yes ▶ Age <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 or over
Were you previously employed by Administaff and/or the Administaff Client Company to which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, give dates: From: (month/year) To: (month/year)
Can you perform the essential functions of the job? <input type="checkbox"/> Yes <input type="checkbox"/> No	List any relatives working for Administaff

EMPLOYMENT HISTORY (List all work experience beginning with the present or most recent job. Use back of application, if necessary).

MOST RECENT JOB HELD	Name of Employer			Type of Business	
	Address		City	State	ZIP Code
	Title			Telephone Number ()	
	Name and Title of Supervisor			Type of Employment <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	
	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employed From (month/year)	Employed To (month/year)	Last Salary \$	
	Brief Description of Duties			Reason for Leaving	
PREVIOUS EMPLOYMENT	Name of Employer			Type of Business	
	Address		City	State	ZIP Code
	Title			Telephone Number ()	
	Name and Title of Supervisor			Type of Employment <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	
	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employed From (month/year)	Employed To (month/year)	Last Salary \$	
	Brief Description of Duties			Reason for Leaving	
PREVIOUS EMPLOYMENT	Name of Employer			Type of Business	
	Address		City	State	ZIP Code
	Title			Telephone Number ()	
	Name and Title of Supervisor			Type of Employment <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	
	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employed From (month/year)	Employed To (month/year)	Last Salary \$	
	Brief Description of Duties			Reason for Leaving	
PREVIOUS EMPLOYMENT	Name of Employer			Type of Business	
	Address		City	State	ZIP Code
	Title			Telephone Number ()	
	Name and Title of Supervisor			Type of Employment <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	
	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employed From (month/year)	Employed To (month/year)	Last Salary \$	
	Brief Description of Duties			Reason for Leaving	

ADDITIONAL INFORMATION

APPLICANT NAME _____

PREVIOUS EMPLOYMENT	Name of Employer			Type of Business		
	Address		City	State	ZIP Code	
	Title			Telephone Number ()		
	Name and Title of Supervisor			Type of Employment <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time		
	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employed From (month/year)	Employed To (month/year)	Last Salary \$		
	Brief Description of Duties			Reason for Leaving		
PREVIOUS EMPLOYMENT	Name of Employer			Type of Business		
	Address		City	State	ZIP Code	
	Title			Telephone Number ()		
	Name and Title of Supervisor			Type of Employment <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time		
	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employed From (month/year)	Employed To (month/year)	Last Salary \$		
	Brief Description of Duties			Reason for Leaving		

CRIMINAL RECORD INFORMATION (Instructions for answering the next two questions below):

- A. **All Applicants.** Do not include convictions that were sealed, eradicated, erased, annulled by a court, expunged, pardoned, or deferred and withdrawn.
- B. **District of Columbia, Illinois, and Rhode Island Applicants.** Do not respond to the second question (regarding pending charges).
- C. **California Applicants.** Do not include: a misdemeanor conviction for possession or transportation of a small amount of marijuana (28.5 grams or less) if the conviction is more than two (2) years old; participation in any pretrial or post trial diversion program for drug or alcohol rehabilitation; or a misdemeanor conviction for which probation was successfully completed or otherwise discharged and the case was judicially dismissed.
- D. **Colorado Applicants.** Exclude information involving any record of civil or military disobedience unless such matters resulted in a plea of guilty or a conviction by a court of competent jurisdiction.
- E. **Connecticut Applicants.** You are not required to disclose the existence of any arrest, criminal charge, or conviction, the records of which have been erased. Criminal records subject to erasure are: records pertaining to a finding of delinquency or the fact that a child was a member of a family with service needs; an adjudication as a youthful offender; a criminal charge that has been dismissed or nulled (not prosecuted); a criminal charge for which the person was found not guilty; or a conviction for which the offender received an absolute pardon. Any person whose criminal records have been erased is deemed to have never been arrested within the meaning of the law as it applies to the particular proceedings that have been erased, and may so swear under oath.
- F. **Hawaii Applicants.** Do not answer the following two questions.
- G. **Massachusetts Applicants.** Regarding convictions, exclude misdemeanor convictions more than five (5) years old and exclude a first offense for drunkenness, simple assault, speeding, minor traffic violation, affray, or disturbing the peace. Do not respond to the second question (regarding pending charges).
NOTE: An applicant with a sealed record on file with the Massachusetts commissioner of probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant may answer "no record" to an inquiry herein relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.
- H. **Michigan Applicants.** Regarding pending charges, limit your response to felony offenses.
- I. **Utah Applicants.** Regarding convictions, limit your response to felony convictions. Do not respond to the second question (regarding pending charges).

1. Convictions/Pleas. In the past ten (10) years, have you ever been convicted of, or pled guilty or no contest to, any criminal offense other than any applicable exceptions listed above?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Pending Charges. Have you been arrested for any matters for which you are now out on bail or on your own recognizance pending trial?	<input type="checkbox"/> Yes <input type="checkbox"/> No
CRIMINAL RECORDS: If you answered Yes to either of the above two questions, please provide the date(s) and describe that criminal record so the individual circumstances can be considered. <i>Criminal convictions or arrests will not automatically disqualify an applicant from employment.</i>	

ADDITIONAL INFORMATION

APPLICANT NAME _____

BUSINESS REFERENCES (List three individuals, in addition to listed employment references, known to you for at least three years).

NAME	OCCUPATION/ASSOCIATION	TELEPHONE
1.		()
2.		()
3.		()

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, articles/books published, activities, honors received, etc. You may omit all information that would indicate age, sex, sexual orientation, race, religion, color, national origin, or disability.

AGREEMENT (Please read the following statement carefully).

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsification or significant omission of information requested in this application or in the application process may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize all persons listed above (and on the accompanying resume, if any) to give Administaff any and all information concerning my previous employment and education and any pertinent information they may have, personal or otherwise, and release all parties, such persons and Administaff, from liability for any damage that may result from furnishing same to Administaff.

I understand that Administaff and its client have agreed that Administaff will provide workers' compensation insurance coverage for its employees. In the event of an injury in the workplace, I agree that my sole remedy lies in coverage under Administaff's workers' compensation insurance policy.

If employed by Administaff and its client company, I agree to abide by the policies and procedures of Administaff and its client company, which include Administaff's Anti-Harassment Policy. I further understand that my employment can be terminated, with or without cause or notice, at any time, at the discretion of Administaff, the client company or myself. I further understand that no manager or representative of Administaff or its client company other than the president of Administaff has any authority to enter into any agreement, oral or written, on behalf of Administaff for a term of employment or to make any assurance or promise of continued employment.

I understand that Administaff and/or its client company may obtain a consumer and/or investigative consumer report for employment purposes that may include information regarding prior employment, work experience and performance, reasons for employment termination, and information as to character, general reputation, personal characteristics, or mode of living. The report may also contain a records check of driving, criminal, credit, education, degrees, professional licenses and/or certification records depending on the position. By signing this application, I authorize the procurement of a consumer and/or investigative consumer report by Administaff as part of the pre-employment background investigation and if hired, at any time during my employment. California Applicants: I further understand that Administaff and/or its client company may obtain Public Records about me as part of an internal background investigation and that I may waive my right to receive a copy of such Public Records by checking this box:

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

I understand and agree that, subject to applicable law, I may be required to take a drug and alcohol screening test. I hereby give my voluntary consent for a blood and/or urine sample to be collected from me and submitted for testing. I also consent to the release of the test results to Administaff and/or its client company. I understand that any positive drug or alcohol result may preclude my employment.

SIGN AND DATE THE FORM

Applicant's Signature -----	Print Full Name	
	Last 4 Digits of Social Security Number	Date Signed

Instructions: Copy A – Sign and return this completed form with the Application for Employment.

- Applicants must complete all sections of this form and submit it with the completed and signed "Application for Employment" form. California applicants must also include a signed "Summary of Your Rights Under California Civil Code 1786.22."

Applicant Information (Print Clearly)

Name of Administaff Client Company (if applicable and known)			
Note: Provide your full name as shown on your driver's license. This information is requested by USDataLink to ensure the correct information is obtained from the related courts and agencies.			
First Name	MI	Last Name	Other Names(s) Used
Social Security Number	Date of Birth (mm/dd/yyyy) Mo Day Yr	Driver's License Number Alpha Num	State
Disclosure of Intent to Obtain Consumer Reports or Investigative Consumer Reports			
By signing below, you acknowledge that Administaff and/or the Client Company may obtain consumer reports, or investigative consumer reports, in connection with your employment application with Administaff, the Client Company listed above or any Client Company to which you may subsequently apply during the next 90 days or, if hired, at any time during your employment in accordance with applicable law. Consumer reports include record checks conducted by consumer reporting agencies and may include driving records, criminal records, credit records, etc. Investigative consumer reports include investigations conducted by consumer reporting agencies through personal interviews (or through <i>any means</i> in California) on information as to character, general reputation, personal characteristics, or mode of living. You may make a written request for a summary of consumer rights and a disclosure of the nature and scope of an investigation. A disclosure of the nature and scope of such investigation is provided below.			
Disclosure of Nature and Scope of Investigation for Investigative Consumer Report			
In the event we request an investigative consumer report in connection with your employment application, a consumer reporting agency will prepare an investigative consumer report based on the following investigation: The agency may interview your former employers, business references, and/or personal references for information regarding prior employment, work experience and performance, reasons for employment termination, and information as to character, general reputation, personal characteristics, or mode of living. The agency will also conduct a records check of driving, criminal, credit, education, degrees, professional licenses, and/or certification records depending on the position. Such a report, as well as any credit report, will be obtained from USDataLink, 1300 Rollingbrook Street, Suite 300, Baytown, TX 77521, telephone 800-364-7770.			
Authorization			
I authorize the procurement of a consumer and/or investigative consumer report by Administaff and the Client Company listed above, or any Client Company to which I may subsequently apply in the next 90 days as part of the pre-employment background investigation and if hired, at any time during my employment.			
Print Full Name			
Current Mailing Address			County
City	State		ZIP Code
Applicant Signature			Date (mm/dd/yyyy)
Parent/Guardian Signature if Applicant is a Minor (under age of 18)			Date (mm/dd/yyyy)
California, Minnesota and Oklahoma Applicants Only			
If you wish to receive a free copy of any credit, consumer or investigative consumer report obtained, please indicate by checking this box. <input type="checkbox"/>			
If you would like to receive that report via e-mail (rather than regular mail), please provide your e-mail address: _____			
For California applicants, a summary of the consumer rights provisions of California Civil Code Section 1786.22 is provided herewith.			
Minnesota Applicants Only			
Applicants may make a written request to the consumer reporting agency for information on the nature and scope of a consumer report prepared.			
Maine Applicants Only			
You may request and promptly receive from the consumer reporting agency a copy of any investigative consumer report prepared. Regarding such investigative consumer reports, you may request from us (and receive within 5 business days) the name, address, and telephone number of the consumer reporting agency's nearest unit designated to handle inquiries.			
Massachusetts and New Jersey Applicants Only			
You have the right to have a copy of the investigative consumer report upon request.			
New York Applicants Only			
<input type="checkbox"/> By checking this box, I acknowledge receipt of a copy of Article 23-A of the New York Correction Law.			
Upon your request, you will be informed whether or not a consumer report was requested, and if such a report was requested, the name and address of the consumer reporting agency furnishing the report.			

You are not required to provide the year of your birth date on this form. Please understand that in order to conduct certain background checks and increase the accuracy that the information obtained is your information, you may receive a call from USDataLink, inquiring about your year of birth. Failure to respond to any such inquiry may cause a delay in the processing of your background check and/or may result in a background check not being completed at all, which could negatively impact the hiring process.





Instructions: Copy B – Keep this page for your records.

- Applicants must complete all sections of this form and submit it with the completed and signed "Application for Employment" form. California applicants must also include a signed "Summary of Your Rights Under California Civil Code 1786.22."

Applicant Information (Print Clearly)

Name of Administaff Client Company (if applicable and known)
Note: Provide your full name as shown on your driver's license. This information is requested by USDataLink to ensure the correct information is obtained from the related courts and agencies.
First Name MI Last Name Other Names(s) Used
Social Security Number Date of Birth (mm/dd/yyyy) Driver's License Number State
Mo Day Yr Alpha Num

Disclosure of Intent to Obtain Consumer Reports or Investigative Consumer Reports

By signing below, you acknowledge that Administaff and/or the Client Company may obtain consumer reports, or investigative consumer reports, in connection with your employment application with Administaff, the Client Company listed above or any Client Company to which you may subsequently apply during the next 90 days or, if hired, at any time during your employment in accordance with applicable law.

Disclosure of Nature and Scope of Investigation for Investigative Consumer Report

In the event we request an investigative consumer report in connection with your employment application, a consumer reporting agency will prepare an investigative consumer report based on the following investigation: The agency may interview your former employers, business references, and/or personal references for information regarding prior employment, work experience and performance, reasons for employment termination, and information as to character, general reputation, personal characteristics, or mode of living.

Authorization

I authorize the procurement of a consumer and/or investigative consumer report by Administaff and the Client Company listed above, or any Client Company to which I may subsequently apply in the next 90 days as part of the pre-employment background investigation and if hired, at any time during my employment.

Print Full Name
Current Mailing Address County
City State ZIP Code
Applicant Signature Date (mm/dd/yyyy)
Parent/Guardian Signature if Applicant is a Minor (under age of 18) Date (mm/dd/yyyy)

California, Minnesota and Oklahoma Applicants Only

If you wish to receive a free copy of any credit, consumer or investigative consumer report obtained, please indicate by checking this box.
If you would like to receive that report via e-mail (rather than regular mail), please provide your e-mail address:

For California applicants, a summary of the consumer rights provisions of California Civil Code Section 1786.22 is provided herewith.

Minnesota Applicants Only

Applicants may make a written request to the consumer reporting agency for information on the nature and scope of a consumer report prepared.

Maine Applicants Only

You may request and promptly receive from the consumer reporting agency a copy of any investigative consumer report prepared. Regarding such investigative consumer reports, you may request from us (and receive within 5 business days) the name, address, and telephone number of the consumer reporting agency's nearest unit designated to handle inquiries.

Massachusetts and New Jersey Applicants Only

You have the right to have a copy of the investigative consumer report upon request.

New York Applicants Only

By checking this box, I acknowledge receipt of a copy of Article 23-A of the New York Correction Law.

Upon your request, you will be informed whether or not a consumer report was requested, and if such a report was requested, the name and address of the consumer reporting agency furnishing the report.

You are not required to provide the year of your birth date on this form. Please understand that in order to conduct certain background checks and increase the accuracy that the information obtained is your information, you may receive a call from USDataLink, inquiring about your year of birth. Failure to respond to any such inquiry may cause a delay in the processing of your background check and/or may result in a background check not being completed at all, which could negatively impact the hiring process.

Instructions

- Client company's designated representative/recruiter completes and faxes this form to Employment Screening Department at 888-273-1201 along with completed and signed "Application for Employment" and "Disclosure Statement and Authorization." California applicants must also include a signed "Summary of Your Rights Under California Civil Code 1786.22." Forms may also be e-mailed to incoming.orders@usdatalink.com.

Client Information

Name of Administaff Client Company	Client Number	Recruiter (if known)	Date (mm/dd/yyyy)
Client Contact	Contact Phone Number	Contact E-Mail Address	

Background Request Information

Applicant's Full Name	Job Title/Position Applying For
Is this position regulated by the Department of Transportation (DOT)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please contact J.J. Keller at 800-843-3174, ext. 8214. Administaff has contracted with J.J. Keller to offer DOT Compliance Services. For more information, contact your Administaff safety consultant. Under the Client Service Agreement (CSA), it is the client's responsibility to comply with industry requirements related to its specific industry, including DOT regulations and any other industry-specific regulations or requirements.</i>	

Services Requested – (PEO Employment Screening Package Options)

Administaff's background checks are not designed to comply with industry-specific laws, regulations or requirements that may affect your business.

<input type="checkbox"/> Basic Package	<input type="checkbox"/> Standard Package	<input type="checkbox"/> Professional Package	<input type="checkbox"/> Custom Package
<ul style="list-style-type: none"> Social Security Number Verification (SSNV) Social Security Fraud Detect 7-Year Criminal Check, all residences search based on SSNV. Search includes all felonies and misdemeanors that are held in the upper level court. 	<ul style="list-style-type: none"> Social Security Number Verification (SSNV) Social Security Fraud Detect 7-Year Criminal Check, all residences search based on SSNV. Search includes all felonies and misdemeanors that are held in the upper level court. Basic Employment Verification – last 5 years, up to 3 U.S. employers Education Verification – highest level attained 	<ul style="list-style-type: none"> Social Security Number Verification (SSNV) Social Security Fraud Detect 7-Year Criminal Check, all residences search based on SSNV. Search includes all felonies and misdemeanors that are held in the upper level court. Basic Employment Verification – last 5 years, up to 3 U.S. employers Education Verification – highest level attained Employment Credit Report Professional Credentials Verification 	<ul style="list-style-type: none"> Contact USDatalink directly for Custom Packages and Pricing at 800-364-7770. <p>USDatalink will give your Custom Package a name. Refer to this name when requesting these specific services.</p> <p>Name of Package: _____</p>
Package Price \$41.50*	Package Price \$75.50*	Package Price \$89.50*	Package Price To be Determined

Services listed below can be purchased in addition to any package or purchased separately.

Report Type	Purchased with Package		Purchased Separately	
<input type="checkbox"/> Employment Credit Report <i>Trans Union, Experian or Equifax available</i> <i>Administaff generally recommends that credit checks be completed only on individuals applying for cash handling positions or for positions having access to confidential or sensitive information (like employee data).</i>	\$6.50		\$8.50	
<input type="checkbox"/> National Sex Offender Registry (excluding Nevada) <i>Official repository confirmation of any probable match will automatically occur and be billed at \$14.50 per jurisdiction.</i>	\$8.00		\$10.00	
<input type="checkbox"/> Driving Records <i>All states available, most in 1 business day</i>	See Motor Vehicle Records Appendix			
<input type="checkbox"/> Education Verification <i>Only highest level attained is included in package. Additional verifications are available.</i>	Number of additional levels requested	\$10.00 each	Number of additional levels requested	\$12.00 each
<input type="checkbox"/> Basic Employment Verification <i>Basic employment verification provides a single authorized verification of the applicant's current or previous employment including: start date, end date, title, salary, reasons for leaving, eligibility for rehire, verifier's name and position. Additional employment verifications are available upon request.</i>	Number of additional employers	\$10.00 each	Number of additional employers	\$12.00 each
<input type="checkbox"/> Professional Credential Verification <i>Occupational licensing, certifications, associations, standing, etc.</i>	\$10.00		\$12.00	
<input type="checkbox"/> U.S. Government Excluded Parties Searches <i>Required by some government contracts</i>	Free with any package if contractually required			

* Price is all-inclusive based on one applicant/one name. If required, aliases and maiden names can be submitted and checked during processing at additional costs of \$12.50 per jurisdiction checked.

* The state of New York maintains a centralized repository of county criminal records in lieu of offering direct access in each county. If an applicant has resided in NY in the last seven (7) years, New York's fee (\$55) for accessing the repository will be added as a surcharge to the package price. Note: Clients that hire a large number of candidates from New York should contact our Client Background Management team for strategies to reduce their screening costs.

Note: By submitting this form, you are requesting USDatalink to conduct the screening(s) requested above and Administaff to bill you in accordance with the pricing outlined above.



Motor Vehicle Records Appendix

(for employment purposes only)

State	State Requirements	Price *	Turnaround Time
Alabama	Driver's License (DL)	\$ 13.00	1 day
Alaska	DL, Name, Date of Birth (DOB), Specific Release	\$ 14.00	3-4 weeks
Arizona	DL, Full Name, DOB	\$ 9.75	1 day
Arkansas	DL, DOB	\$15.50	1 day
California	DL or Full Name and DOB, Requestor Code	\$ 11.00	1 day
Colorado	DL, DOB	\$ 8.50	1 day
Connecticut	DL, Last Name	\$ 21.00	1 day
Delaware	DL	\$ 19.00	1 day
Florida	DL	\$ 8.00	1 day
Georgia	DL, Full Name, DOB	\$ 12.50	1 day
Hawaii	DL, Full Name, DOB, Release	\$ 15.25	2 days
Idaho	DL, DOB	\$ 13.50	1 day
Illinois	DL, Last Name	\$ 18.50	1 day
Indiana	DL or Full Name, DOB or SSN	\$ 11.50	1 day
Iowa	DL, Last Name	\$ 15.00	1 day
Kansas	DL	\$ 10.50	1 day
Kentucky	DL	\$ 10.25	1 day
Louisiana	DL	\$ 11.25	1 day
Maine	DL or Full Name, DOB	\$ 11.00	1 day
Maryland	DL or Full Name, DOB	\$ 13.00	1 day
Massachusetts	DL, DOB	\$ 12.50	1 day
Michigan	DL or First, Middle, Last Name, DOB	\$ 11.00	1 day
Minnesota	DL or First, Middle, Last Name, DOB	\$ 9.00	1 day
Mississippi	DL, Last Name	\$ 17.50	1 day
Missouri	DL, Last Name	\$ 11.25	1 day
Montana	DL, Full Name, DOB	\$ 10.50	1 day
Nebraska	DL or Full Name, DOB, Sex	\$ 7.00	1 day
Nevada	DL, Last Name	\$ 13.50	1 day
New Hampshire	DL, Notarized State Release	\$ 13.25	1 day
New Jersey	DL	\$ 14.50	1 day
New Mexico	DL or SSN or Full Name, DOB	\$ 9.50	1 day
New York	DL or Name, DOB	\$ 11.00	1 day
North Carolina	DL	\$ 13.25	1 day
North Dakota	DL, Last Name	\$ 9.50	1 day
Ohio	DL, Last Name	\$ 8.50	1 day
Oklahoma	DL, Full Name, DOB	\$ 19.00	1 day
Oregon	DL, Name, DOB	\$ 7.00	2-4 weeks
Pennsylvania**	DL, Name, DOB, Address	\$ 9.00**	1-3 days
Rhode Island	DL, Name, DOB	\$ 26.00	1 day
South Carolina	DL	\$ 12.50	1 day
South Dakota	DL, Last Name	\$ 10.50	1 day
Tennessee	DL and Last Name	\$ 12.25	1 day
Texas	DL, Last Name, DOB	\$ 13.00	1 day
Utah	DL or Name, DOB	\$ 13.00	1 day
Vermont	DL	\$ 17.00	1 day
Virginia	DL or SSN	\$12.25	1 day
Washington	DL, Name, DOB, State Release	\$ 14.00	7-10 days
Washington, D.C.	DL, Last Name	\$ 19.50	1 day
West Virginia	DL, Last Name	\$ 13.25	1 day
Wisconsin	DL, Last Name	\$ 11.50	1 day
Wyoming	DL, Full Name	\$ 9.50	1 day

*Rates subject to change

**With Affidavit of Intended Use Only; all others \$24.50 with specific, state-required release.