

# Ai Service Listing

**Applicant Insight**  
Powerful Information from People You Trust!

## Top 10 Most Requested Services

| Service Type                                      | Service Description  | Average Turnaround Time             |
|---|--|-------------------------------------|
| County Criminal Report                            | Direct search of county court records for criminal case filings.   | 36 Hours                            |
| Federal Criminal Report                           | Direct search of federal level court records for criminal case filings.  | 24 Hours                            |
| National Criminal Offender Profile Report (NCOPS) | National criminal database inquiry includes multi-jurisdictional criminal data, national security sources and sexual offender registry data. | Immediate                           |
| Statewide Criminal Report                         | Description, scope and availability of state repository data varies by state. <i>Please refer to state availability guide.</i>               | Varies by state                     |
| Consumer Credit Report                            | Consumer data as reported by Experian (Credit Bureau).   | Immediate                           |
| SSN Trace Report                                  | Provides names & addresses associated with a given SSN, fraud alerts and SSN validation.   | Immediate                           |
| Driving Record Report                             | Provides a driving record report based on the state of issuance. <i>Please refer to state availability guide.</i>                            | Immediate in 40 States, others vary |
| Drug Test   | Drug test conducted utilizing urine, oral fluid or hair samples.   | 24 Hours-neg result                 |
| Employment Verification Report                    | Provides dates of employment, title, re-hire eligibility and salary (if company policy permits).   | 36 Hours                            |
| Education Verification Report                     | Provides dates of attendance, whether or not a diploma or degree have been conferred and may include area of study.                          | 36 Hours                            |

**Turnaround times are based on business days and do not include weekends or holidays.**

**nomoreforms**  
A Technology Powered Service Company

**Is Your Company Paperless?** Find out how Applicant Insight's Patented NoMoreForms, Paperless Automation Solution can eliminate any paper-driven process easily & inexpensively!

*See page 4 for more information*



## Alphabetical Service Listing (By Type)

| Service Type   | Service Description  | Average Turnaround Time             |
|--|--|-------------------------------------|
| <b>Civil Records</b>   |  |                                     |
| County Civil Report  | Direct search of county court records for civil litigation.  | 48 Hours                            |
| Federal Civil Report   | Direct search of federal level court records for civil litigation.   | 48 Hours                            |
| Bankruptcy Filing Report   | Federal district search for bankruptcy filings.  | 24 Hours                            |
| <b>Clinical Services</b>   |  |                                     |
| Medical Services   | Physicals, Consultation Services, Medical Clearance, Respiratory, Vision and Vaccination/Inoculation.  | Varies by service                   |
| <b>Credit Reports</b>  |  |                                     |
| Consumer Credit Report   | Consumer data as reported by Experian (Credit Bureau).   | Immediate                           |
| Business Credit Report   | Business credit data as reported by Experian (Credit Bureau).  | Immediate                           |
| <b>Criminal Searches</b>   |  |                                     |
| County Criminal Report   | Direct search of county court records for criminal case filings.   | 36 Hours                            |
| Federal Criminal Report  | Direct search of federal level court records for criminal case filings.  | 24 Hours                            |
| Crimwatch  | Crimwatch is an ongoing monitoring program that performs a monthly scan for subsequent criminal cases on existing employees that may occur after hire. This service is based on the national search NCOPS. | Immediate                           |
| National Criminal Offender Profile Report (NCOPS)                                    | National criminal database inquiry includes multi-jurisdictional criminal data, national security sources and sexual offender registry data.   | Immediate                           |
| Statewide Criminal Report  | Description, scope and availability of state repository data varies by state. <i>Please refer to state availability guide.</i>   | Varies by state                     |
| <b>Driving Record Reports</b>  |  |                                     |
| Driving Record Report  | Provides a driving record based on the state of issuance. <i>Please refer to state availability guide.</i>   | Immediate in 40 States, others vary |
| CDLIS Report   | Provides validation of a current commercial driver's license and up to three previous licenses.  | Immediate                           |
| <b>Drug &amp; Alcohol Testing</b>  |  |                                     |
| Oral Fluid Drug Test   | Drug test conducted utilizing oral fluids (saliva).  | 24 Hours-neg result                 |
| Hair Drug Test   | Drug test conducted utilizing a hair sample.   | 24 Hours-neg result                 |
| Urine Drug Test  | Drug test conducted utilizing a urine sample.  | 24 Hours-neg result                 |
| Instant Drug Testing   | Drug test conducted utilizing urine or oral fluids for an instant negative result; laboratory analysis of positive results is available.   | Instant                             |
| Breath Alcohol Testing   | Breath Alcohol Test administered by a certified BAT technician.  | Instant                             |
| <b>Administrative &amp; Compliance Based Services for Drug &amp; Alcohol Testing</b> |  |                                     |
| Collection Site Management   | A free service provided by Applicant Insight to ensure convenient collection locations based on program requirements and 24 hour availability.   | NA                                  |
| DOT Program Management   | Administration and compliance support for drug & alcohol programs as mandated by the FMCSA.  | NA                                  |
| Driver Qualification File Management   | Ai provides Driver Qualification File Management (DQ) services through multiple providers to ensure compliance with FMCSA, Part 391.   | NA                                  |
| Medical Review   | Verification of non-negative results and donor interview conducted by a licensed physician certified by MROCC.   | 24-48 Hours                         |

# Ai Service Listing



| Service Type   | Service Description   | Average Turnaround Time |
|--|---|-------------------------|
| <b>Administrative &amp; Compliance Based Services for Drug &amp; Alcohol Testing - continued</b> |   |                         |
| Random Program Management  | Census management and random selection as required by mandate and/or company policy.  | NA                      |
| Return to Duty Program Management  | Facilitation of the return to duty program management.  | NA                      |
| Substance Abuse Professional (SAP) Referral Services   | Provides referral services for a DOT certified SAP.   | NA                      |
| Supervisor & Employee Training   | Supervisor and employee training for drug & alcohol awareness as mandated.  | NA                      |
| <b>International Searches</b>  | <b>Please refer to availability guide for all search types.</b>   |                         |
| Credit Report  | Credit references information on businesses or consumers.   | Varies by country       |
| Criminal Record Report   | Availability and scope of international criminal records vary by country, please request a list of availability.  | Varies by country       |
| Driving Record Report  | Provides a driving records report as available.   | Varies by country       |
| Employment Verification Report   | Provides employment verification for individuals either previously or currently working outside of the U.S.   | Varies by country       |
| Education Verification Report  | Provides verification of education for individuals who have received education outside of the U.S. from an accredited institution.  | Varies by country       |
| <b>Fraud, Sanctions and Patriot Act Searches</b>   |   |                         |
| FACIS Basic  | Provides Federal Sanctions (DEA, FDA, OIG, GSA, Federal Register, Tri-Care, etc.) from the Fraud and Abuse Control Information System.                                      | 24 Hours                |
| FACIS Advanced   | Provides State and Federal Sanctions from the Fraud and Abuse Control System, includes disciplinary actions.  | 24 Hours                |
| OFAC Report  | Provides a search of the Specially Designated Nationals list of individuals, businesses and countries designated by the office of Foreign Asset Control.                    | 24 Hours                |
| Global Report  | Provides of search of multi-agency sources for individuals identified as an international security threat.  | 24 Hours                |
| I-9 Verification/Legal Right to Work   | Provides an option for an electronic I-9 with error checking and instant, electronic confirmation of legal right to work through the Department of Homeland Security (EVP). | Immediate               |
| <b>Social Security Number Reports</b>  |   |                         |
| SSN Trace Report   | Provides names & addresses associated with a given SSN, fraud alerts and SSN Validation.  | Immediate               |
| <b>Sexual Offender Searches</b>  |   |                         |
| Single State Sexual Offender Report  | Provides a state level sex offender search.   | 24 Hours                |
| National Sexual Offender Report  | Provides a nationwide level search where information is legally available in accordance with state laws.  | 24 Hours                |
| <b>Verifications</b>   |   |                         |
| Accreditations & Certifications Report   | Provides confirmation of receipt of an accreditation or certification, current status and any administrative actions.   | 48 Hours                |
| Education Verification Report  | Provides dates of attendance, whether or not a diploma or degree have been conferred and may include area of study.   | 36 Hours                |
| Employment Verification Report   | Provides dates of employment, title, re-hire eligibility and salary (if company policy permits).  | 36 Hours                |
| Personal or Professional Reference Report  | In depth interview that provides information pertaining to character, reliability and previous performance.   | 48 Hours                |
| Professional License Report  | Provides confirmation of licensing, the current status, expiration and any administrative actions.  | 48 Hours                |

# Ai Service Listing



| Service Type   | Service Description   | Average Turnaround Time |
|--|---|-------------------------|
| <b>Background Screening Administrative &amp; Compliance Services</b> |   |                         |
| Adverse Action Process Management                                    | Ai will provide all mandatory disclosures for consumers adversely affected by a consumer report.  | Same Day                |
| Copy of Report Processing  | Ai will provide copies of reports to consumers as mandated.   | Same Day                |
| Dispute Resolution Administration                                    | Ai will provide a Consumer Inquiry Representative for any consumer disputing the contents of an Ai provided report. Includes free re-investigation and support. | NA                      |



**What is NoMoreForms?**

NoMoreForms is a robust Internet-based workflow solution that enables companies to easily and inexpensively make their business processes paperless.

| Service Type                | Service Description  | Overall Benefits   |
|-----------------------------|--|--|
| Human Resources             | <ul style="list-style-type: none"> <li>◆ HR personnel can view and route forms to other recruiters or business units.</li> <li>◆ Route applicants through the screening and qualification phase of the hiring process</li> <li>◆ Integrations with HRIS &amp; ATS</li> <li>◆ Simplify the Hiring Process!</li> </ul>             | <ul style="list-style-type: none"> <li>✓ Paperless, Web-Based Solution with 24/7 Access</li> <li>✓ Automation &amp; Management via the Internet</li> <li>✓ Integrations with legacy systems and 3<sup>rd</sup> party solutions</li> </ul>  |
| Insurance Industry Solution | <ul style="list-style-type: none"> <li>◆ Perform electronic appointments and terminations via NIPR gateway.</li> <li>◆ Verify license information via Producer Data Base.</li> <li>◆ Processors can view and route forms to other recruiters or business units.</li> <li>◆ Simplify the Producer on-boarding process.</li> </ul> | <ul style="list-style-type: none"> <li>✓ Digital Signatures</li> <li>✓ Robust Management Portal</li> <li>✓ Background Screening Integration</li> <li>✓ All Activity Tracked in a Master Diary</li> <li>✓ Inexpensive &amp; Easy to Set Up</li> <li>✓ Environmentally Friendly</li> </ul> |



**Hours of Operation:  
Monday through Friday  
8 AM until 8 PM EST**

**Access to Ai Web Tools Available  
24 hours a day 7 days a week**



**Michael Allen  
President**

**(916) 370.7849  
www.hrallencs.com  
mallen@hrallenconsulting.com**