

Motor Vehicle Records

Custom Menu Option



Data Security

Personally Identifiable Information

Personally identifiable information (PII) is any data that could potentially identify a specific individual. Any information that can be used to distinguish one person from another and can be used for de-anonymizing anonymous data can be considered PII.

PII can be sensitive or non-sensitive. Non-sensitive PII is information that can be transmitted in an unencrypted form without resulting in harm to the individual. Non-sensitive PII can be easily gathered from public records, phone books, corporate directories and websites.

Sensitive PII is information which, when disclosed, could result in harm to the individual whose privacy has been breached. Sensitive PII should therefore be encrypted in transit and when data is at rest. Such information may include but is not limited to biometric information, medical information, personally identifiable financial information (PIFI) and unique identifiers such as passport or Social Security numbers.

When in doubt, consider PII sensitive and only transmit through secure means.

GOT PII?
PERSONALLY IDENTIFIABLE INFORMATION MUST BE ENCRYPTED

-  **Do Not E-Mail PII**
(PERSONALLY IDENTIFIABLE INFORMATION)
-  **UNLESS it's a business requirement that you have prearranged...**
-  **...In which case, you MUST encrypt PII.**

Login Credentials

Assigned User IDs are required to ensure the protection of Personally Identifiable Information.

We are required to individually identify each user accessing this sensitive information.

Never reassign, loan or share your assigned login credentials.

A User ID that is found to be shared requires that we secure the account by immediately disabling the shared ID.

 **User IDs & Passwords May Not Be Shared**
For privacy and security concerns, each user must have their own assigned User ID. This policy is stated in our Service Agreement. Reassigning, sharing or using another's login credentials will result in a denial of access to your account.

Step 1

Before You Obtain a Consumer Report (even a MVR)

Before you can order a consumer report, you must notify the individual in writing - in a document consisting solely of this notice - that you are using the report. You must also obtain the person's written authorization before you ask a CRA for the report (special procedures apply to the trucking industry). If you want the authorization to allow you to get consumer reports throughout the person's employment, make sure you state so clearly and conspicuously in the authorization. Always review applicable state and local laws related to consumer reports. Some states restrict the use of consumer reports - usually credit report - for employment purposes.

Step 2

Before You Take Adverse

If you rely on a consumer report for an Adverse Action – denying an opportunity, denying a candidate, reassigning or terminating an employee, or denying a promotion you must follow the two-step Adverse Action process that includes;

- An unredacted copy of the individual's consumer report
- a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act" - a document prescribed by the Federal Trade Commission.
- all applicable state law requirements
- Reinvestigation Request Form (optional but recommended)

Once you have completed the Pre Adverse Action process outlined in the Fair Credit Reporting Act, the Equal Employment Opportunity Commission (EEOC) also requires that you conduct an individualized assessment prior to taking adverse action. An overview of this assessment procedure, along with the correlating requirements of the written policy on the use of criminal records in employment decisions, can be found on [IntelliCorp's EEOC webpage](#). This Pre Adverse Action requirement applies to Employment, Volunteer, and Contractor purposes specifically.

Step 3

After You've Taken Adverse Action

After you have made your adverse action decision, you must send the individual notice that you have taken the adverse action. The notice must include:

- the name, address, and phone number of the CRA that supplied the report
- a statement that the CRA that supplied the report did not make the decision to take the adverse action and cannot give specific reasons for it
- a notice of the individual's right to dispute the accuracy or completeness of any information the agency furnished and his or her right to an additional free consumer report from the agency upon request within 60 days

What are your responsibilities?

In any case where information in a consumer report is a factor in your decision to deny the candidate an opportunity you are offering - even if the report information is not a major consideration - you must follow the adverse procedures mandated by the FCRA. In this case, you must provide the applicant with a pre-adverse action notice before you deny a candidate the opportunity. When you finalize your denial decision, you must provide an adverse action notice.

Example case:

The applicant for a driving position has authorized you to obtain a motor vehicle record report. The report reveals that the applicant has driving infractions prohibiting them from driving for you, so instead an offer is made to the applicant for a non-driving position.

Compliance

Background Reports are **Consumer Reports** and may only be used in compliance with **Fair Credit Reporting Act (FCRA)** and **Equal Employment Opportunity Commission (EEOC)** laws.

All completed reports should be reviewed using the recommended 2-step Report Analysis guidance from the Equal Employment Opportunity Commission (EEOC), see page 4 of this manual.

To access IntelliCorp's current Sample Compliance Documents;
Go to **Help** → **Downloads** → **FCRA Compliance Forms**

Report Analysis

2-Step Report Analysis

Step 1 – The Green Factors

The Eighth Circuit in its 1975 *Green v. Missouri Pacific Railroad* decision, held that it was discriminatory under Title VII of the Civil Rights Act of 1964 for an employer to follow the policy of disqualifying any applicant with a conviction for any crime other than a minor traffic offense. The court identified three factors that were relevant to assessing whether an exclusion is job related for the position in question and consistent with business necessity:

Assess the actual RISK presented to your organization by the record

- The **nature** and **gravity** of the offense or conduct;
 - The **time** that has passed since the offense and/or completion of the sentence; and
 - The nature of the **position** held or sought
-

Step 2 – Individualized Assessment

The "individualized assessment" should be made by an employer in virtually all instances before the employer disqualifies an individual for employment based on past criminal conduct:

- The **facts** or circumstances surrounding the offense or conduct (asking your subject to explain offense);
- The **number** of offenses for which the individual was convicted (pattern of offenses);
- Older **age** at the time of conviction or release from prison;
- Evidence that the individual performed the **same** type of work, post-conviction, with the same or a different employer, without incidents of criminal conduct;
- The length and consistency of **employment history** before and after offense;
- **Rehabilitation** efforts, e.g., education and training;
- Employment or character **references** and any other information regarding fitness for the particular position; and
- Whether the individual is **bonded** under a federal, state, or local bonding program

Before You Begin

Disclosure & Authorization

Before you order a consumer report for a regulated purpose, you must notify the individual in writing in a document consisting solely of this disclosure— that you are obtaining the report . Additional pieces of information that you may want to include in this notice are:

- The type(s) of reports being accessed
- That written authorization is required to procure a report
- That the consumer has the right, upon receipt of a written request, to receive a complete and accurate disclosure of the nature and scope of the investigation
- That the consumer is entitled to a copy of their rights

Separately, you must also get the person's written authorization before you ask a Consumer Reporting Agency for the report (special procedures apply to the trucking industry).

When using our sample documents, always use the current version which is available from our website.

DISCLOSURE FORM TO OBTAIN CONSUMER REPORTS FOR EMPLOYMENT PURPOSES

Please Read Carefully Before Signing the Authorization

DISCLOSURE

In considering you for employment and, if you are employed, in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, [**INSERT NAME OF COMPANY**] ("the Company") may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as IntelliCorp Records, Inc.

IntelliCorp Records, Inc. can be contacted by mail at 3000 Auburn Dr, Suite 410; Beachwood, OH 44122; or phone: 1-888-946-8355; or website: www.intellicorp.net.

For explanation purposes:

- a "consumer report" is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used, expected to be used, or collected in whole or in part for the purpose of serving as a factor in an employment decision, but it does not include information that may include, for example, credit information, criminal history reports, or driving records; and
- an "investigative consumer report" is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act ("FCRA").

Under the FCRA, before the Company can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

Version: 6/2017

AUTHORIZATION

I have read and understand the foregoing Disclosure, and authorize [**INSERT NAME OF COMPANY REQUESTING THE BACKGROUND CHECK**] to obtain and rely upon consumer reports or investigative consumer reports concerning me obtained from IntelliCorp Records, Inc.

By my signature below, I authorize the Company to obtain any such reports and to share the information received with any person involved in their decision about me.

I also consent to have any legally required notices sent electronically.

I do _____ do not _____ authorize you to contact, through IntelliCorp Records, Inc., my current employer for Employment and Reference Verifications. (Checking "I do" will authorize Inquiries to the Human Resources Department and to any listed supervisors.)

Printed Name

Applicant Signature

Date

Print or Legal Guardian Signature
(for searches conducted on minors under the age of 18)

Date

Version: 6/2017

THE ABOVE FORM IS NOT MEANT TO PROVIDE LEGAL ADVICE OF ANY KIND. LEGAL ADVICE SHOULD BE SOUGHT FROM YOUR ATTORNEY. WE MAKE NO CLAIMS, PROMISES OR GUARANTEES ABOUT THE ACCURACY, COMPLETENESS, OR ADEQUACY OF THE INFORMATION CONTAINED WITHIN THE FORM. WE MAKE NO WARRANTY THAT THIS FORM IS APPROPRIATE FOR YOUR PARTICULAR NEEDS.

To access IntelliCorp's current Sample Compliance Documents;
Go to **Help** → **Downloads** → **FCRA Compliance Forms**.

Adverse Action

ad·verse

/ad'vərs, 'ad,vərs/

adjective

preventing success or development; harmful; unfavorable.
"taxes are having an adverse effect on production"

synonyms: unfavorable, disadvantageous, inauspicious, unpropitious, unfortunate, unlucky, untimely, untoward More

Pre Adverse Action

When using a consumer report for an **Adverse Action** - denying an opportunity, reassigning or terminating an employee or denying a promotion--you must follow the two-step Adverse Action process that includes:

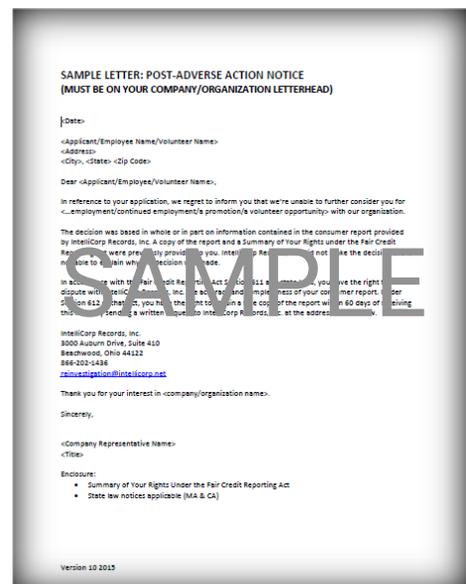
Before you take the adverse action you must give the individual a pre-adverse action.

Once you have completed the **Preliminary Adverse Action** process outlined in the Fair Credit Reporting Act, the Equal Employment Opportunity Commission (EEOC) also requires that you conduct an individualized assessment prior to finalizing the adverse action. An overview of this assessment procedure, along with the correlating requirements of a written policy on the use of criminal records in employment decisions, can be found on [IntelliCorp's EEOC webpage](#).

Post Adverse Action

After taking adverse action

After you have finalized the Adverse Action decision, you must give the individual notice - in writing, or electronically--that you have taken the adverse action.



Login



User IDs & Passwords May Not Be Shared

For privacy and security concerns, each user must have their own assigned User ID. This policy is stated in our Service Agreement. Reassigning, sharing or using another's login credentials will result in a denial of access to your account.

User IDs

Each user will be provided a User ID and Password. User IDs **cannot** be shared or reassigned. There are two types of user access; Administrative Access and Non-Administrative.

The acquisition and use of consumer reports has come under increased scrutiny and litigation. In order to better safeguard clients through information and education, IntelliCorp requires training before User IDs are activated, and annual training thereafter. Click this link [IntelliCorp Training Session Catalog](#) to register for training.

Login

From the [IntelliCorp Homepage](#) click the **SIGN IN** button in the upper right. On the next page type in your User ID and Password and click the **LOGIN** button to log into your account. This is a secure website and will not allow access unless the correct User ID and Password are entered. Click the 'Login' button when you are done. *You cannot copy and paste the password.*

The top screenshot shows the IntelliCorp homepage with the 'SIGN IN' button circled in blue. The bottom screenshot shows the Sign In page with the 'User ID' and 'Password' fields, the 'Forgot your User ID or Password?' link, and the 'LOGIN' button all circled in blue.

Forgot Password or User ID

Click the **Forgot Password or User ID** link to have your password or User ID emailed to you. Fill in the pop-up window information and click the **Submit** button and an email will be sent.

The screenshot shows the 'Forgot Password or User ID' pop-up window. The 'Forgot Password' section has a 'User ID' field and a 'Submit' button. The 'Forgot User ID' section has 'Email Address', 'First Name', and 'Last Name' fields, and a 'Submit' button. Both 'Submit' buttons are circled in blue.

Motor Vehicle Records



Accessing Motor Vehicle Records (MVRs)

Set up for MVRs requires additional paperwork and processing time. You must have an active IntelliCorp account before MVR access can be set up.

- Login to your account and go to HELP on the menu bar.
- Select DOWNLOADS from the dropdown menu.
- Scroll down to the Motor Vehicle Records section.
- Print the Employment Subscription Agreement form.

- Some states require a separate agreement to be completed.
- Fill out the forms and fax it back to IntelliCorp.
- Depending on the State or States being requested, your account will be activated within 72 hours.

[Motor Vehicle Records \(MVRs\) Compliance Forms Packet Checklist](#)

Methods to run MVRs

There are two methods to manually run Motor Vehicle Records.

IntelliSearch

You may run MVRs through IntelliSearch with or without your criminal package. Refer to the IntelliSearch Manual for these instructions.

Custom Menu

The Custom Menu option is recommended for those running MVRs only as it allows users to set up MVR links on the Account Home Page. This manual will outline the Custom Menu Option.

Criminal Records may not be run through Custom Menu.

The screenshot displays the IntelliCorp website interface. At the top, there are navigation tabs: Home, Perform a Search, Batches, Post Employment, Results Center, Your Account, Help, Credit Credentialing, Court Fees, Downloads, and FAQs. Below the navigation is an 'ALERTS & MESSAGES (1)' section with a 'View All History' link. The main content area shows a 'Product Enhancement - Civil Searches' announcement dated May 22, 2014. Below this is a 'Motor Vehicle Records' section with a list of state agreements for purchase, including Alaska, California, Colorado, Georgia, Indiana, Maryland, Nevada, New Hampshire, New Mexico, Ohio, Pennsylvania, Virginia, and Washington. A form titled 'IX An ISO Business Employment Subscription Agreement' is overlaid on the bottom right, containing fields for company name, address, phone, fax, and various checkboxes for agreement terms.

MVRs and Electronic Signatures

Some states expressly prohibit electronic signatures, while others have so far been silent on the topic when ordering MVRs.

Certain states restrict the use of electronic signatures as part of Disclosure to and obtaining Authorization from the consumer when ordering Motor Vehicle

Record Reports. Click [here](#) for an overview of the states that may have requirements related to “wet” signatures when ordering Motor Vehicle Reports.

States laws are subject to change.

AUTHORIZATION

I have read and understand the foregoing Disclosure and authorize **INSERT NAME OF COMPANY REQUESTING THE BACKGROUND CHECK** to obtain and rely upon consumer reports or investigative consumer reports concerning me obtained from IntelliChoice Records, Inc.

By my signature, I authorize IntelliChoice Records, Inc. to share my information with IntelliChoice Records, Inc.

I also consent to the use of my information for the purposes stated above.

I do _____ do _____
Inc., my current _____
will authorize IntelliChoice Records, Inc. to obtain and rely upon consumer reports or investigative consumer reports concerning me obtained from IntelliChoice Records, Inc.

Applicant Signature Date

Printed Name

Applicant Signature Date

Parent or Legal Guardian Signature Date
(for searches conducted on minors under the age of 18)

Version: 6/2017

Perform a Search

Custom Menu Set Up

1. To set up your Custom Menu searches, select the Custom Menu option under Perform a Search on the Menu Bar.
2. Select the state for MVRs you will need to run.
3. Check the state driving record from the list. Click Add Search to add the link to your Custom Menu.
4. To remove Custom Menu links, check the search, click Remove Search.
5. Click Home to return to your Account Home Page.

You may not run Criminal Searches through Custom Menu

The screenshots illustrate the following steps:

- Step 1:** The 'Custom Menu' option is highlighted in the 'Perform a Search' dropdown menu.
- Step 2:** The 'Select State' dropdown menu is shown with 'Iowa' selected.
- Step 3:** The 'Add a Search' list for Iowa is shown, with 'Iowa Driving Record' checked and the 'Add Search' button highlighted.
- Step 4:** The 'Remove a Search' list is shown, with 'Iowa Driving Record' selected and the 'Remove Search' button highlighted.
- Step 5:** The 'Home' link in the top navigation bar is highlighted.

MVRs through Custom Menu

1. The Custom Menu search(es) are located on the Account Home page, additionally you may **Edit** to add or remove State searches.
2. Click the item from the Custom Menu to run a MVR for the subject's state Driver's License.
3. Enter the required fields defined by the red asterisk and click continue.
4. For the "Purpose" field always choose "Have written consent of subject"
5. For the "Intended Use" field choose "Employment" unless you are the Insurance Company or Agent who will underwrite the insurance policy.
6. Confirm your request, click Process Search.
7. View the report through the Results Center or search again, this page is also a receipt.

1 SHORTCUTS (CUSTOM MENU) Edit

- Illinois Driving Record
- North Carolina Driving Record (3 year)
- North Carolina Driving Record (7 year)
- Wisconsin Driving Record

2 Confirm Searches

Product	Turn Around Time	Price
Vehicle Registration	Instant	\$12.50
<input checked="" type="checkbox"/> Iowa Driving Record	Instant	\$12.50
Total*		\$12.50

*Transactions displayed do not reflect taxes.

3 Last Name: *
First Name: *
Middle Name:
DOB: ** (MM) (DD) (YYYY)
Purpose: * Have written consent of subject
Drivers License#: *
Permissible Purpose: Select Permissible Pur
State/Province of Work/Volunteer: - Select State -
Salary Range: Select Salary Range * OPTIONAL - Based on applicable state laws, salary what data can be returned in a report.
Email Address: *
Street No.:
Apartment No.:
Street Name:
Street Dir: Select Direction
City:
State: Select State
Zip:
Intended Use: * Employment
Reference#:

4

5

- Last Name is required
- First Name is required
- DOB is required
- DOB is invalid
- Purpose is required
- Drivers License# is required
- Subject Email Address is required
- Intended Use is required

6 Process Searches

7 Order Acknowledgement

Subject: Doe, John
DOB: 05/18/1954
Request ID: H420201113484000
Request Date: 4/05/2011

Thank you for your order. You may check the status of your order by going to the [Results Center](#), or by clicking a product link below.

Reminder: All authorization and compliance forms for credit reports, selected motor vehicle requests and selected criminal requests must be received before the searches requiring these releases can be completed.

[Click Here for New MVR Compliance Forms](#)
[Click Here for Signed Release Information](#)

Product	Turn Around	Price
MVR Verification	Instant	\$12.50
Iowa Driving Record (Report Ready)	Instant	\$12.50
Total*		\$12.50

*Transactions displayed do not reflect taxes.

Print this page for your records

Results Center

Current

From the **Current Results** tab, **Show All Filter** drop down menu, you can choose to view by **All**, **Pending**, or **Completed**. You can sort the order of each column by clicking on the column header.

To view a report in the **Results Center**, click on the name listed in the **Subject Column**, the report opens in a new window. To see the status of searches for the subject, click on the link in the **Completion Date**

Column. When a date and time are displayed in the **Completion Date** column, all requested searches have completed. Always review the results of completed reports and **never** base a decision on a preliminary report.

Note: If no records are returned for the subject, “**No Results Found for Subject**” will be displayed below each search title

The image displays three screenshots of the Results Center interface, illustrating the different tabs and search options. The top screenshot shows the **Current** tab with a table of search results. The middle screenshot shows the **Archived** tab with an alphabetical listing and a calendar view. The bottom screenshot shows the **Look-Up** tab with search filters for Request ID, SSN, Last Name, and First Name.

ARCHIVE	SUBJECT	REQUEST ID	RESULT	SUBMITTED	EXPECTED DATE	COMPLETION DATE
	Wright, Donald	H22201521093059		2/2/2015	2/12/2015	Partial Results Available
<input type="checkbox"/>	Jefferson, Jeremiah	H127201521068619	Review	1/27/2015	1/28/2015	1/27/2015 1:23:05 PM
<input type="checkbox"/>	Washington, Ezera	H126201521060305	Review	1/26/2015	1/27/2015	1/26/2015 1:23:55 PM
<input type="checkbox"/>	Nemeth, Donna	H126201521060149	Review	1/26/2015	1/27/2015	1/26/2015 1:10:53 PM

Archived

The **Archived** tab allows you to search for archived reports alphabetically or by year/month. Clicking on the individual alphabetical letter returns all archived results in which the subjects **last name** begins with the selected letter. Click on the month link under the stated year to view all archived results that were run for that month/year.

Look-Up

Use the **Look-Up** tab to search for a report by Request ID, SSN, Last Name and/or First Name, or Date Range. You can search using one or all of these options. If First Name or Last Name is the only criteria, the results will include names that are exact match only.

All three tabs in the Results Center default to the User logged in. To view a report submitted by another user, you must change the **Users** to the specific user or to “All Users”. This option is available by default to all Admin Users.

Sample Report

Sample MVR Report

Report Sections

The screenshot displays a web-based report interface for IntelliCorp. The report title is "Background Report" for "John Smith". The interface includes a header with the IntelliCorp logo and a Cive company tagline. On the right side, there are "PRINT" and "PDF" icons. The report content is organized into several sections: "Subject Information", "Order Information", "Disclaimer", and "REPORT SUMMARY (JOHN SMITH)". The "Subject Information" section lists personal details such as Name, Social Security Number, Date of Birth, Year of Birth Range, and Email Address. The "Order Information" section provides details about the user, account, request ID, permissible purpose, and report status. The "Disclaimer" section contains a detailed notice regarding the accuracy of the information. The "REPORT SUMMARY" section lists products like "Illinois Driving Record" and shows the results as "Results Found".

Print/PDF Options

Search Criteria

Order Details

Required Disclaimer

Report Summary

Subject Information	
Name:	JOHN SMITH
Social Security Number:	NOT PROVIDED
Date of Birth:	1/18/1954
Year of Birth Range:	1953 TO 1965
Email Address:	TEST@INTELLICORP.NET

Order Information	
User ID:	CLIENT50
User Name:	TRAINING, TRAINING
Account ID:	ACCTDEMO
Account Name:	INTELLICORP DEMO ACCOUNT
Request ID:	H117201825799999
Permissible Purpose:	EMPLOYMENT (FCRA)
Driver's Privacy Protection Act Permissible Use:	HAVE WRITTEN CONSENT OF SUBJECT
Report Status:	PROCESS COMPLETE
Search Request Date:	1/17/2018 1:14:13 PM
Search Complete Date:	1/17/2018 1:17:15 PM

Disclaimer

The report does not guarantee the accuracy or truthfulness of the information as to the subject of the investigation, but only that it is accurately copied from public records, and information generated as a result of identity theft, including evidence of criminal activity, may be inaccurately associated with the consumer who is the subject of the report.

An investigative consumer reporting agency shall provide a consumer seeking to obtain a copy of a report or making a request to review a file, a written notice in simple, plain English and Spanish setting forth the terms and conditions of his or her right to receive all disclosures, as provided in Section 1785.26.

En el informe no se garantiza la exactitud o veracidad de la información en cuanto al tema de la investigación, sino solo que se ha copiado exactamente de los registros públicos, y la información generada como resultado del robo de identidad, incluyendo las pruebas de una actividad delictiva, podría estar incorrectamente asociada con el consumidor que sea el sujeto del informe.

Una agencia investigadora de informes de crédito deberá suministrarle a un consumidor que trate de obtener una copia de un informe o solicite revisar un archivo una notificación por escrito en inglés y español lisos y llanos, en la que se establezcan los términos y las condiciones de su derecho a recibir toda la información, como se dispone en la Sección 1785.26.

REPORT SUMMARY (JOHN SMITH)	
PRODUCT NAME	RESULTS
Illinois Driving Record ⓘ Five year motor vehicle record for Illinois.	Results Found

Only products with results will provide a link to another section of the report.

Sample Report

Sample MVR Report

Report Sections



Background Report

ILLINOIS DRIVING RECORD

License Information

License State:	IL
License Number:	F2 123456789
License Status:	VALID
Name:	JOHN DOE
Address:	1717 WILSON ST SPRINGFIELD IL 61350
SSN:	NOT PROVIDED
DOB:	01/01/1964
Gender:	M
Height:	5'10
Weight:	220
Eye Color:	BRWN
Hair Color:	GRAY
Driver Class:	DM
Issue Date:	05/27/2017
Expiration Date:	03/16/2021
Restrictions:	BF

Miscellaneous and State Specific Information

REQUESTED AS: [REDACTED] DOB: 1964 LICENSE: F2 [REDACTED]
PERSON: ACTIVE VALID DM 0627201703162021 BF
LIC CLASS: DM DESC: VEH < 16K TOW < 26K GVWR + MC
LIC STATUS: VALID DESC: VALID - NO STOPS IN EFFECT
LIC ISSUED: 06/27/2017
LIC EXPIRES: 03/16/2021
LIC RESTR: B DESC: CORRECTIVE LENSES
LIC RESTR: F DESC: OUTSIDE MIRROR
LIC TYPE: 2 DESC: DUPLICATE DRIVERS LICENSE
LIC RENEWAL CONTINUATION DATE: 06/27/2017

This report is generated for employment purposes only and may not be used for any other purpose. The use and dissemination of the report and information in it must comply with your I&A agreement and the Fair Credit Reporting Act, the Driver's Privacy Protection Act, and any applicable state statute(s). The data in the report from the applicable state agency or service bureau is provided through EX "as is."

CUSTOMER-DEFINED MVR SCORING HAS BEEN APPLIED TO THIS RECORD. CUSTOMER IS SOLELY RESPONSIBLE FOR THE APPLICATION AND USE OF THE RESULTING SCORE.

Violations

Type:	VIOL
Date:	05/17/2015
Conviction Date:	05/17/2015
Code:	1261010
Points:	15
Description:	USING WIRELESS PHONE IN SCHOOL/CONSTRUCTION ZONE TYPE ACTION:99 TICKET: [REDACTED] COURT: 40047
Type:	VIOL
Date:	08/05/2015
Conviction Date:	10/20/2015

License Information

State Specific Information

Violation Information

Driving Record Details

Important considerations for a thorough analysis of the licensee information:

- License Status
- Driver Class (Endorsements)
- Expiration Date
- Restrictions

Motor Vehicle Records are always run for the state of issuance of the Driver's License. Criteria related to violations should be determined by your hiring/volunteer policy, or perhaps your insurance policy requirements, or licensure requirements. Information returned in the Violations section is state dependent, so licenses from different states may contain different information. We return all available information as provided by the state.

ILLINOIS DRIVING RECORD

Licensee Information

License State:	IL
License Number:	F21100000000
License Status:	VALID
Name:	BETH JOHNS
Address:	1717 LAMARLE ST OTTAWA 61350
SSN:	NOT PROVIDED
DOB:	11/27/1954
Gender:	M
Height:	5'10
Weight:	220
Eye Color:	BRWN
Hair Color:	GRAY
Driver Class:	DM
Issue Date:	06/27/2017
Expiration Date:	03/16/2021
Restrictions:	BF

Miscellaneous and State Specific Information

REQUESTED AS: DOB: 1954 LICENSE : F2
PERS:01 ACTIVE VALID DM 06/27/2017 03/16/2021 BF
LIC CLASS: DM DESC: VEH < 16K TOW < 26K GVWR + MC
LIC STATUS: VALID DESC: VALID - NO STOPS IN EFFECT
LIC ISSUED: 06/27/2017
LIC EXPIRES: 03/16/2021
LIC RESTR: B DESC: CORRECTIVE LENSES
LIC RESTR: F DESC: OUTSIDE MIRROR
LIC TYPE: 2 DESC: DUPLICATE DRIVERS LICENSE
LIC RENEWAL CONTINUATION DATE: 06/27/2017

This report is generated for employment purposes only and may not be used for any other purpose. The use and disclosure of this information is subject to the terms of the reporting agreement and the Fair Credit Reporting Act, the Driver's Privacy Protection Act, and any applicable state statutes. Service bureau is provided through iX "as is."

Your Account

Your Profile

Under **Your Account**, users with administrative access have the ability to: Manage/Add Users, access History, Pricing and Invoice reports as well as manage Account and Credit Card Settings.

This option allows you to change your profile information. Once new information has been entered, click the **Update** button to save the changes. The message **Updated successfully** will display above the Last Name field when completed. If the User decides not to save the changes, click the **Cancel** button.

The screenshot displays the 'Your Profile' page. The navigation bar includes 'Home', 'Perform a Search', 'Batches', 'Post Employment', 'Results Center', 'Your Account', and 'Help'. The 'Your Account' menu is open, showing 'Your Profile', 'Reports', 'Manage/Add Users', and 'Manage Account'. The profile form contains the following fields: Last Name (Valued), Middle Initial, First Name (Client), Email Address (Client10@intellicorp.net), and Result Notification (None). A password expiration notice is visible: 'Your password expires in 24 days' with a 'Change Your Password' link. The 'Update' and 'Cancel' buttons are circled in red.

Reports

Web Reports, opens the **Report List** for the current account. Based on the account settings (parent/child accounts), you may also see Reports for other accounts connected to your organization.

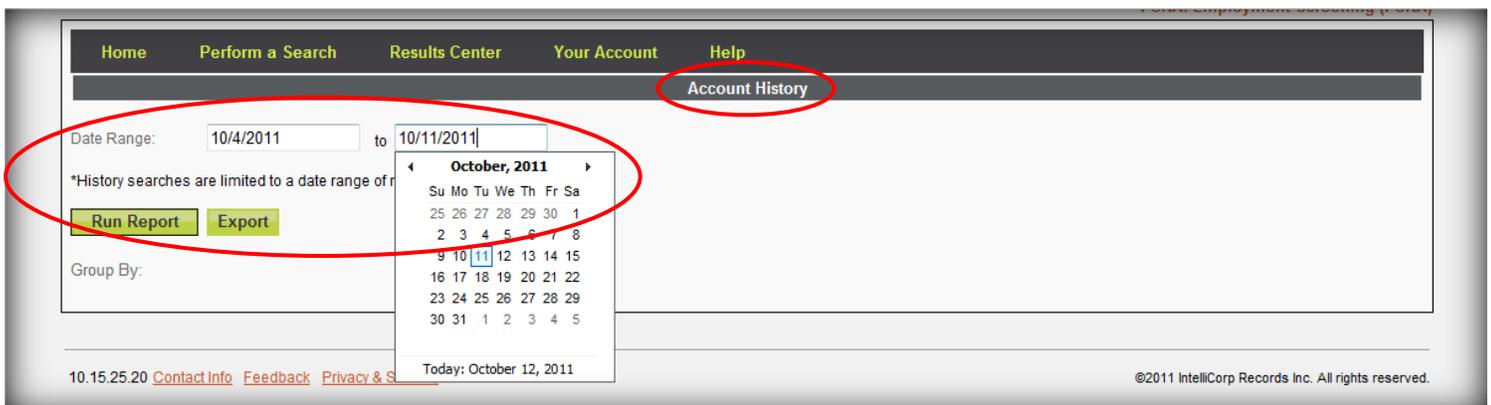
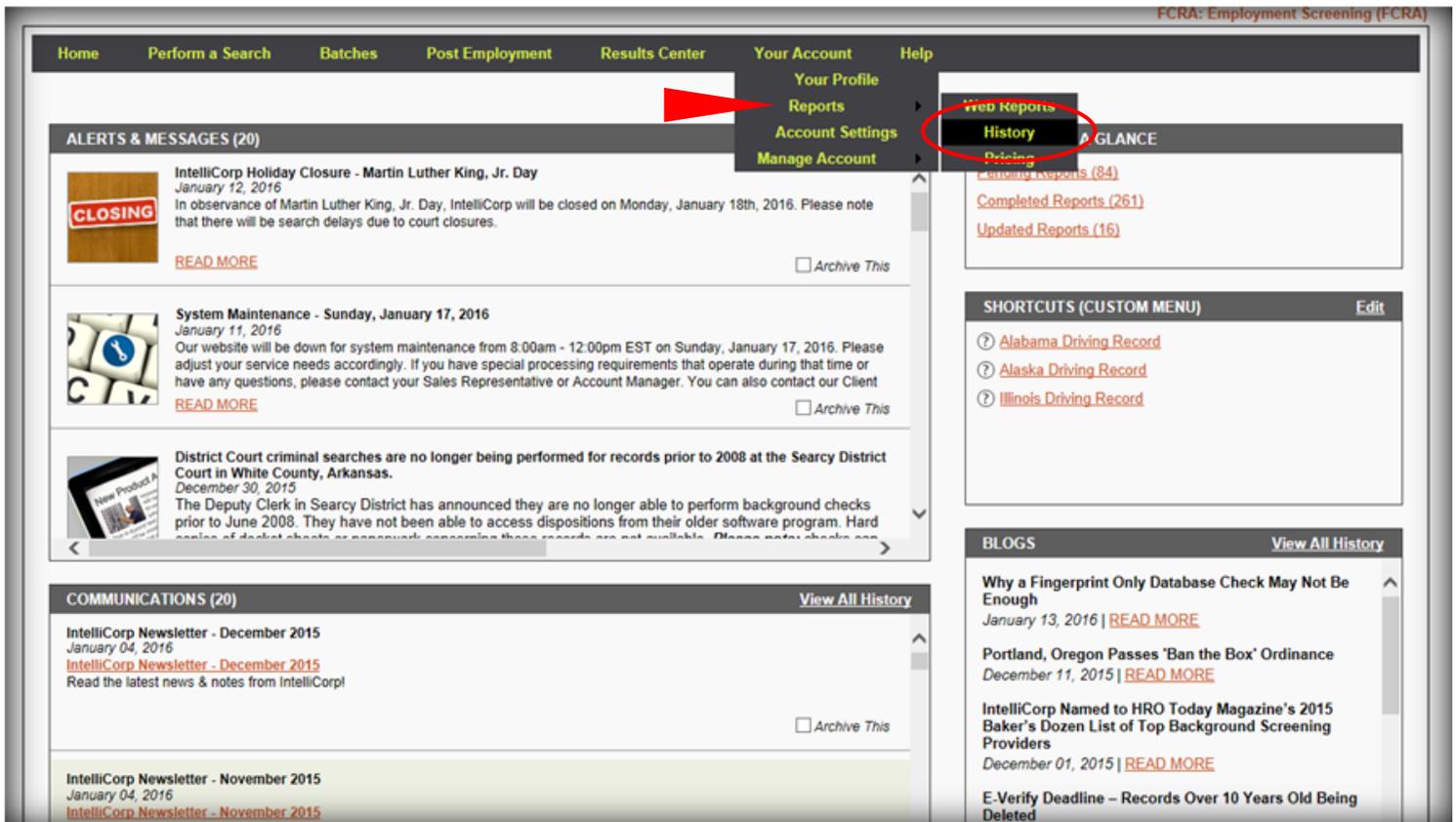
The screenshot displays the 'Web Reports' page. The navigation bar includes 'Home', 'Perform a Search', 'Batches', 'Post Employment', 'Results Center', 'Your Account', and 'Help'. The 'Your Account' menu is open, showing 'Your Profile', 'Reports', 'Manage/Add Users', and 'Manage Account'. The 'Reports' sub-menu is open, showing 'Web Reports', 'History', 'Pricing', and 'Final Decision'. The 'Web Reports' button is circled in red. The 'Report List' page is displayed, showing links for 'Account Scoring', 'Clear Searches by Date', and 'Invoice Detail Breakdown'. The 'Report List' button is circled in red.

Reports

History

The **History Report** is a useful tool that provides a history of the searches run on your account within a specified timeframe. The report can be

downloaded and grouped by a variety of fields. Enter a Date Range in the space provided. Click **Run Report**.



Your Account

Reports

History

Once the **Account History** report appears, the searches can be **Grouped By** any combination of options including Account ID, User ID, Product Name, Office Reference (Reference Field), Last Name, First Name, DOB, SSN, Date Entered, Price, and/or Cancelled. Once the date range and

groupings are selected, click the **Run Report** button again. The new results, Quantity of searches returned and Total Price are displayed. The report can also be exported to an Excel spreadsheet.

FCRA: Employment Screening (FCRA)

Home Perform a Search Results Center **Your Account** Help

Account History

Date Range: 1/10/2012 to 1/10/2012

*History searches are limited to a date range of no greater than 100 days.

Run Report Export

Group By:

AccountID UserID ProductName OfficeRef LastName FirstName MiddleName Email RequestID JobCode DOB SSN DateEntered Price Cancelled

Quantity: 10
Total Price: \$8.00

AccountID	UserID	ProductName	Office/Ref	LastName	FirstName	MiddleName	Email	RequestID	JobCode	DOB	SSN	DateEntered	Price	Cancelled
acctdemo	client10	Terrorist Search (OFAC, BIS, DDTC)	teacher	wright	donald	d	dwright@yahoo.com	h110201214800400		11/12/1950	XXX-XX-3408	1/10/2012	\$0.00	
acctdemo	client10	Criminal SuperSearch	teacher	wright	donald	d	dwright@yahoo.com	h110201214800400		11/12/1950	XXX-XX-3408	1/10/2012	\$0.00	
acctdemo	client10	Mandatory Court Fees	teacher	wright	donald	d	dwright@yahoo.com	h110201214800400		11/12/1950	XXX-XX-3408	1/10/2012	\$4.00	
acctdemo	client10	California Single County Criminal Search	teacher	wright	donald	d	dwright@yahoo.com	h110201214800400		11/12/1950	XXX-XX-3408	1/10/2012	\$0.00	

CustomInvoice

AccountID	UserID	ProductName	Office/Ref	LastNam	FirstNam	MiddleName	Email	RequestID	JobCode	DOB	SSN	DateEntere	Price	N
acctdemo	client1	Terrorist Search (OFAC, BIS, DDTC)	north	wright	donald	d	dwright@yahoo.com	h1132012148185			XXXXXX-XXXXXX	1/13/2012		####
acctdemo	client1	Criminal SuperSearch	north	wright	donald	d	dwright@yahoo.com	h1132012148185			XXXXXX-XXXXXX	1/13/2012		####
acctdemo	client1	Mandatory Court Fees	north	wright	donald	d	dwright@yahoo.com	h1132012148185			XXXXXX-XXXXXX	1/13/2012		####
acctdemo	0	California Single County Criminal Search	carolina	wright	donald	d	dwright@yahoo.com	h1132012148185	67		XXXXXX-3408	1/13/2012		####
acctdemo	client1	SSN Verification	north	wright	donald	d	dwright@yahoo.com	h1132012148185			XXXXXX-XXXXXX	1/13/2012		####
acctdemo	client1	Terrorist Search (OFAC, BIS, DDTC)	coach	briskey	william		wbriskey@yahoo.com	h1122012148127			XXXXXX-XXXXXX	1/12/2012		####
acctdemo	client1	Mandatory Court Fees	coach	briskey	william		wbriskey@yahoo.com	h1122012148127			XXXXXX-XXXXXX	1/12/2012		####
acctdemo	client1	Criminal SuperSearch	coach	briskey	william		wbriskey@yahoo.com	h1122012148127			XXXXXX-XXXXXX	1/12/2012		####
acctdemo	0	California Single County Criminal Search	coach	briskey	william		wbriskey@yahoo.com	h1122012148127	57		XXXXXX-8199	1/12/2012		####
acctdemo	client1	SSN Verification	coach	briskey	william		wbriskey@yahoo.com	h1122012148127			XXXXXX-XXXXXX	1/12/2012		####
acctdemo	client1	Terrorist Search (OFAC, BIS, DDTC)	teacher	wright	donald	d	dwright@yahoo.com	h1122012148105			XXXXXX-XXXXXX	1/12/2012		####
acctdemo	client1	Mandatory Court Fees	teacher	wright	donald	d	dwright@yahoo.com	h1122012148105			XXXXXX-XXXXXX	1/12/2012		####
acctdemo	client1	Criminal SuperSearch	teacher	wright	donald	d	dwright@yahoo.com	h1122012148105			XXXXXX-XXXXXX	1/12/2012		####
acctdemo	0	California Single County Criminal Search	teacher	wright	donald	d	dwright@yahoo.com	h1122012148105	69		XXXXXX-3408	1/12/2012		####
acctdemo	client1	SSN Verification	teacher	wright	donald	d	dwright@yahoo.com	h1122012148105			XXXXXX-XXXXXX	1/12/2012		####
acctdemo	client1	Terrorist Search (OFAC, BIS, DDTC)	clerk	briskey	william		wbriskey@yahoo.com	h1112012148090			XXXXXX-XXXXXX	1/11/2012		####
acctdemo	client1	Mandatory Court Fees	clerk	briskey	william		wbriskey@yahoo.com	h1112012148090			XXXXXX-XXXXXX	1/11/2012		####
acctdemo	0	California Single County Criminal Search	clerk	briskey	william		wbriskey@yahoo.com	h1112012148090	80		XXXXXX-8199	1/11/2012		####
acctdemo	client1	Criminal SuperSearch	clerk	briskey	william		wbriskey@yahoo.com	h1112012148090			XXXXXX-XXXXXX	1/11/2012		####
acctdemo	client1	SSN Verification	clerk	briskey	william		wbriskey@yahoo.com	h1112012148090			XXXXXX-XXXXXX	1/11/2012		####
acctdemo	client1	Terrorist Search (OFAC, BIS, DDTC)	teacher	wright	donald		dwright@yahoo.com	h1112012148070			XXXXXX-XXXXXX	1/11/2012		####
acctdemo	client1	Criminal SuperSearch	teacher	wright	donald		dwright@yahoo.com	h1112012148070			XXXXXX-XXXXXX	1/11/2012		####
acctdemo	client1	Mandatory Court Fees	teacher	wright	donald		dwright@yahoo.com	h1112012148070			XXXXXX-XXXXXX	1/11/2012		####

Manage/Add User

The account settings allow users with administrative rights to Add Users, Edit Users, Manage Roles and Edit Accounts.

Add User

Select the account from the **Select Account** drop down menu, enter the new user's information (**Last Name, First Name, Email Address**, minimally), and other criteria, then select the **Roles** to assign. Click the **Add User** button when you are finished.

The screenshot shows the 'Add User' form with the following elements:

- Navigation:** Home, Perform a Search, Results Center, Your Account, Help.
- Account Selection:** Select account: IntelliCorp Demo Account ACCTDEMO (circled in red).
- User Information:** Last Name, Middle Initial, First Name, Email Address.
- Communication:** Send User Email: (emails userid/password to user); Fax Number; Result Notification: None; Email Routing.
- Roles:** A grid of checkboxes for various permissions, including Add User, Assign Roles, No State Menu, Restrict Candidate Direct, See All Users in Reports, See All Web User Results, Can't View Reports, Restrict IntelliSearch, User can add Address History to Batches, Edit Contact Info, Restrict Volunteer Portal, View Invoices, Edit User, See All Batch User Results, and View Pricing.
- Buttons:** Add User (circled in red) and Cancel.
- Footer:** When adding or editing a User on your account if you should need to change the User's status from FCRA to Non-FCRA, or Non-FCRA to FCRA please contact Intellincorp's Credentialing department at 1-866-862-9895.

Your Account

Manage/Add Users

Edit User

You may edit the current user information by either making new selections or changing the text.

You may also disable a User from this screen by deselecting the **Active** check box. Read and follow

popup dialog instructions to complete the process

Once the **Update** button is clicked, the page will automatically refresh and a message will be displayed confirming the changes.

The image consists of three overlapping screenshots of a web application interface for managing users.

- Top Screenshot:** Shows the 'Your Account' menu with 'Account Settings' highlighted. A red arrow points to the 'Account Settings' option.
- Middle Screenshot:** Shows the 'Edit User' form. The 'Active' checkbox is checked. A message 'User updated successfully' is displayed. The 'Update' button is highlighted.
- Bottom Screenshot:** Shows the 'Edit User' form with the 'Active' checkbox checked. A 'Message from webpage' dialog box is open, displaying the following text: 'Checking the Active checkbox will activate the user's account. To activate user click OK then click Update'. The 'Update' button is highlighted.

Manage/Add Users

Manage Roles

By Selecting an Account and a Role, all of the users within the selected account and list of user's that are assigned the selected Role can be viewed. Select a User from either the **Users in account** window or the **Users with <selected role>** and then either click the **Add** button or the **Remove** button. Notice that there are also **Add**

All and **Remove All** buttons so complete lists can be added or removed quickly.

After you click the **Add** or **Remove** buttons, the page will refresh and display the changes you have made. Click the **Update** button when you have finished saving all changes.

The screenshot displays the 'Your Account' management interface. The top navigation bar includes 'Home', 'Perform a Search', 'Batches', 'Post Employment', 'Results Center', 'Your Account', and 'Help'. The 'Your Account' dropdown menu is open, showing options like 'Your Profile', 'Reports', 'Account Settings', and 'Manage Account'. A red arrow points to 'Account Settings'. Below this, there are links for 'Pending Reports (0)', 'Completed Reports (252)', and 'Updated Reports (17)'. A 'SHORTCUTS (CUSTOM MENU)' section lists 'Alabama Driving Record', 'Alaska Driving Record', and 'Illinois Driving Record'. The main content area shows 'ALERTS & MESSAGES (20)' with several news items. A red circle highlights the 'Manage Roles' button in the top navigation. Below it, another red circle highlights the 'Add User', 'Edit User', and 'Manage Roles' buttons. Two dropdown menus are circled: 'Select account: -- select account --' and 'Select role: --select--'. Below these are two columns: 'Users in account' and 'Users with role'. Each column has an 'Add->' and 'Add All->' button, and a 'Remove' and 'Remove All' button. At the bottom, 'Update' and 'Cancel' buttons are circled.

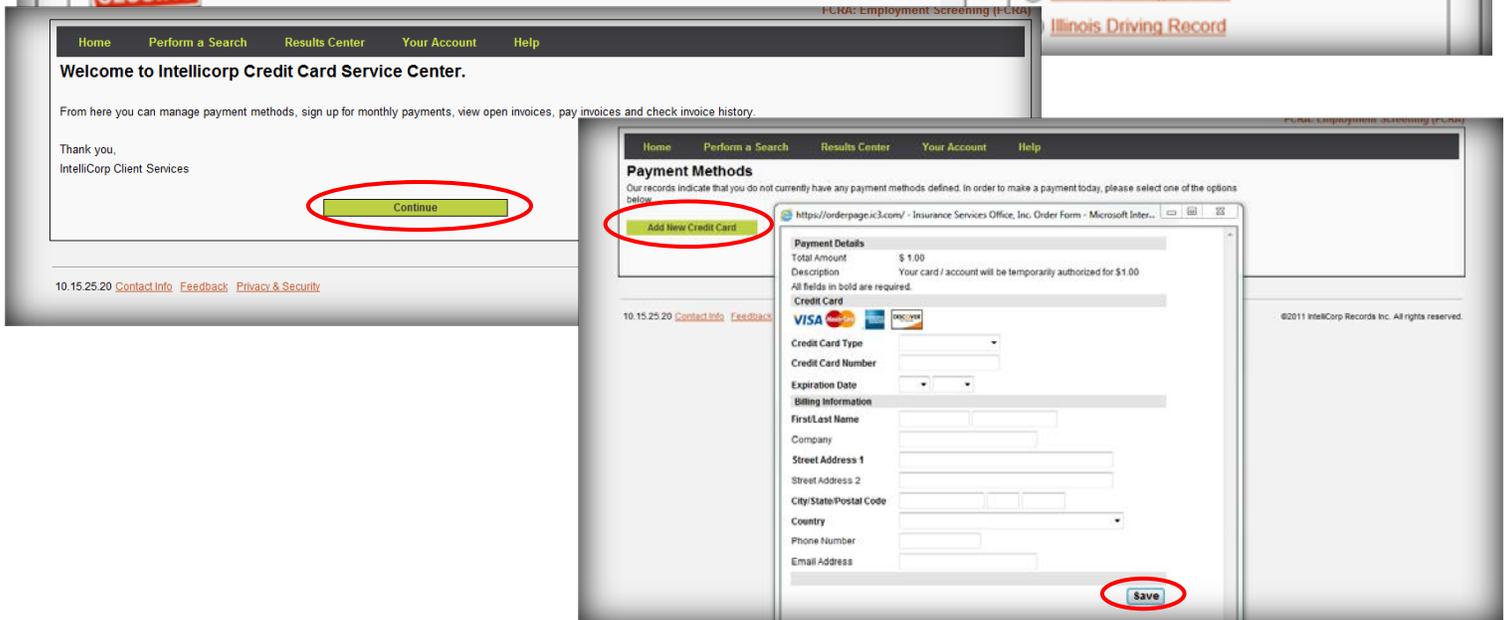
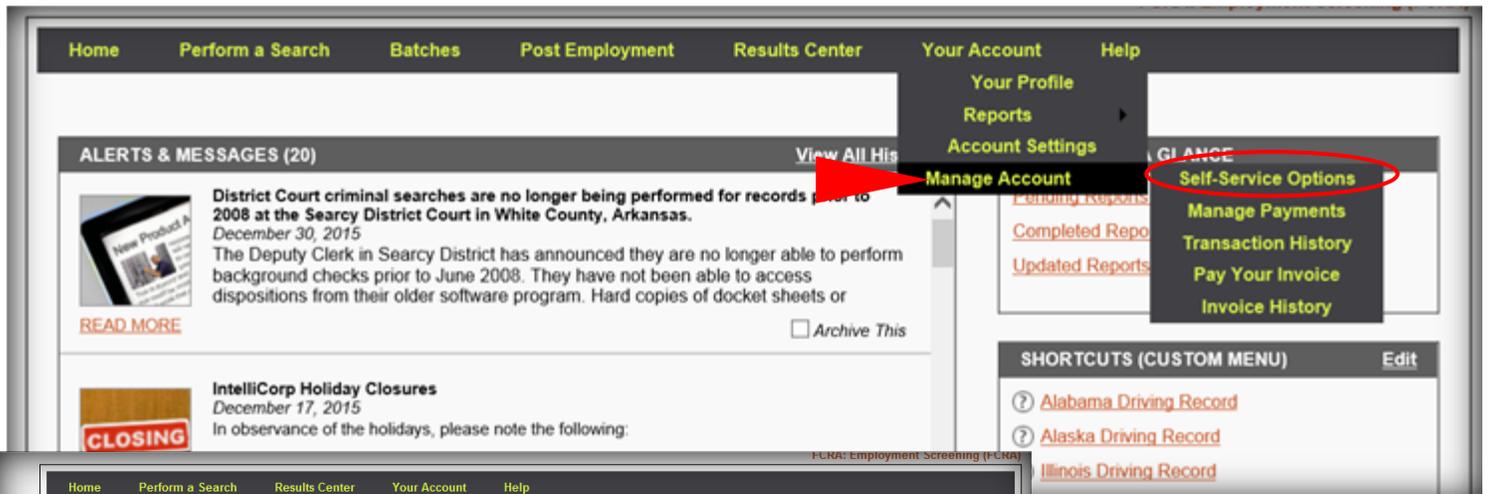
Your Account

Manage Account

Self-Service Options

Allows access to the Credit Card Self Service option to securely setup and store a credit card on file, and all of the invoice payment options.

From the **Your Account** dropdown menu, choose **Manage Account** and select **Self Service Options**.



Entering Account Information

To enter new account information, click on the **Add New Credit Card** button.

Select your payment method and carefully enter all required information. When you are finished, click the **Save** button at the bottom of the page.

Manage Account

Manage Payments

If you have entered multiple payment methods, you will be required to select one as the **Primary**. You can change this designation at anytime.

Select **View/Edit Details** to view and or change existing payment information. Click **Save** when you are ready to proceed.

The screenshot shows the 'Your Account' menu with 'Manage Account' selected. A red arrow points to the 'Manage Account' option. Below it, the 'Manage Payments' option is circled in red. The 'View XXXXXXXXXXXX1111 Details' and 'Edit XXXXXXXXXXXX1111 Details' popups are also shown, with the 'View/Edit Details' link in the table and the 'Save' button in the edit popup circled in red.

Account Number	Primary	Type	Status	View/Edit Details
XXXXXXXXXXXXXXXX1111	<input checked="" type="radio"/>	Visa	Active	View/Edit Details
XXXXXXXXXXXXXXXX1117	<input type="radio"/>	Discover	Active	View/Edit Details

Account Id	Account Name	Signed Up By	Parent
<input checked="" type="checkbox"/> MEK20101	MEKCLE Corp		<input checked="" type="checkbox"/>
<input type="checkbox"/> MEK20102	MEKCLE		<input type="checkbox"/>

Monthly Recurring Payments

To set up monthly automated payments, click on the **Manage Recurring Monthly Payments** button.

Activate the check box next to the account you would like to use and then click the **Save** button. A popup will confirm changes.

The screenshot shows the 'Monthly Payment Service' page with a table of accounts. The 'Save' button is circled in red. A message box on the right says 'Changes to Monthly billing are successful.' with an 'OK' button circled in red.

Account Id	Account Name	Signed Up By	Parent
<input checked="" type="checkbox"/> MEK20101	MEKCLE Corp		<input checked="" type="checkbox"/>
<input type="checkbox"/> MEK20102	MEKCLE		<input type="checkbox"/>

Your Account

Manage Account

Transaction History

After your payment has processed, you can view the transaction in the Transaction History.

The screenshot shows the top navigation bar with links: Home, Perform a Search, Batches, Post Employment, Results Center, Your Account, and Help. The 'Your Account' dropdown menu is open, showing options: Your Profile, Reports, Account Settings, and Manage Account. The 'Manage Account' sub-menu is also open, with 'Transaction History' circled in red. A red arrow points from the 'Transaction History' link in the sub-menu to the 'View All History' link in the Alerts & Messages section.

The screenshot shows the 'View Transaction History for XXXXXXXXXXXXXXX1111' page. Below the title, it states: 'Below is a list of all transactions processed on your card. It includes authorizations, charges and credits.' A table lists the transactions with columns for Transaction Id, Transaction Type, Amount, Date, and a 'View Receipt' link. The 'View Receipt' links are circled in red.

Transaction Id	Transaction Type	Amount	Date	View Receipt
881	Payment	\$590.81	08/26/2010	View Receipt
876	Payment	\$529.16	08/26/2010	View Receipt
862	Payment	\$262.56	08/26/2010	View Receipt
861	Payment	\$401.35	08/26/2010	View Receipt
860	Payment	\$780.82	08/26/2010	View Receipt
794	Payment	\$61.40	08/23/2010	View Receipt
773	Payment	\$748.02	08/20/2010	View Receipt

10.15.25.20 [Contact Info](#) [Feedback](#) [Privacy & Security](#) ©2011 IntelliCorp Records Inc. All rights reserved.

Manage Account

Transaction History

By selecting **View Transactions**, you will open a history of completed **Credit Card Self Service** transactions.

Clicking on **View Receipt** will open a printable receipt of past transactions.

The screenshots illustrate the process of navigating to the Transaction History page and viewing a receipt for a specific transaction. The 'View Transactions' and 'View Receipt' links are highlighted with red circles in the original image.

Deleting Account Information

To delete a payment option, click on the recycle bin symbol. All related information will be removed.

To delete a payment option, you must first designate a new **Primary** payment option.

The screenshot shows the 'Payment Methods' section with a table of active cards. The 'Delete' button for the Discover card is circled in red. A modal dialog box is open, displaying a warning message: "Please make another card primary before deleting XXXXXXXXXXXX1111." The dialog box has an "OK" button.

Your Account

Manage Account

Pay Your Invoice

To pay an invoice, activate the check boxes next to the invoices you would like to pay. Click the **Proceed To Pay** button.

Submitting Your Payment

Review your order summary. Select your payment method from the available options by clicking on the account you wish to use. Click **Pay Now** to submit your payment for processing. A printable receipt will display and will also be emailed to the address associated with the credit card.

The screenshot shows the 'Your Account' menu with 'Manage Account' selected. The 'Pay Invoice' page displays a table of invoices with a 'Proceed To Pay' button circled in red.

Invoice #	Account Id	Account Name	Invoice Date	Amount	Type	Pay	Open Balance
361506	MEK20101	MEKCLE Corp	06/04/2010	\$61.40	Invoice	<input checked="" type="checkbox"/>	\$61.40
361505	MEK20101	MEKCLE Corp	05/04/2010	\$358.11	Invoice	<input type="checkbox"/>	\$0.00
361504	MEK20101	MEKCLE Corp	04/04/2010	\$596.06	Invoice	<input type="checkbox"/>	\$0.00

Proceed To Pay [Back To Invoice History](#)

The screenshot shows the 'Order Summary' page with a 'Pay Now' button circled in red.

Order Summary:
Below are the items you have selected for payment. If you would like to add additional items to pay, "click the Back to Pay Invoice" button. To remove items, click the delete icon.

Once you have confirmed the items scheduled for payment, select the payment method below and click "Pay Now."

You may add a credit card or bank account at this time. You also have the option of paying the balance without storing the card by using the "Pay Now With A Single Use Card" button.

Invoice #	Invoice Date	Account Id	Account Name	Invoice Type	Amount
361506	06/04/2010	MEK20101	MEKCLE Corp	Invoice	\$61.40
Total:					\$61.40

Payment Methods available:

Credit Card #	Primary	Type	Status
XXXXXXXXXXXXXXXX1111	<input checked="" type="checkbox"/>	Visa	Active
XXXXXXXXXXXXXXXX1117	<input type="checkbox"/>	Discover	Active

[Add New Credit Card](#) [Add New Bank Account](#) [Pay Now With Single Use Card](#) **Pay Now**

Downloads

Access a variety of forms, downloads, as well as other useful information. Our sample FCRA compliance forms are located here for convenience.

FCRA: Employment Screening (FCRA)

Home Perform a Search Batches Post Employment Results Center Your Account **Help**

- Credit Credentialing
- Court Fees
- Downloads**
- FAQs
- Learning Center

ALERTS & MESSAGES (20) View All History

District Court criminal searches are no longer being performed for records prior to 2008 at the Searcy District Court in White County, Arkansas.
December 30, 2015
The Deputy Clerk in Searcy District has announced they are no longer able to perform background checks prior to June 2008. They have not been able to access dispositions from their older software program. Hard copies of docket sheets or

[READ MORE](#) Archive This

IntelliCorp Holiday Closures

SHORTCUTS (CUSTOM MENU) Edit

- Alabama Driving Record
- Alaska Driving Record
- Illinois Driving Record

BLOGS View All History

FCRA: Employment Screening (FCRA)

Home Perform a Search Batches Post Employment Results Center Your Account **Help**

Forms and Downloads

Batching

- Batching Manual
- Batching Template

Education Verifications

- Additional Processing Fees for Educational Verifications

Consent-Based SSN Verification (CBSV)

- Consent Based SSN Verification (CBSV)
- CBSV Addendum to Service Agreement (PDF)

Criminal SuperSearch Components

- IntelliCorp Criminal SuperSearch Components

Pre-Employment Screening Credit Reports

To order credit products for Pre-Employment Screening, please complete the following forms:

- Membership Application
- PEER Service Agreement
- Letter of Intent
- Verification Authorization

Tenant Screening Credit Reports

To order credit products for Pre-Tenant or Franchisee Screening, please complete the following forms:

- Membership Application
- CREDIT Service Agreement
- Letter of Intent
- Verification Authorization

Credit Report Training Guides

- Credit Report Training Guide
- Employment Training Guide

Eval (Electronic Validation of Applicant Legitimacy)

- Electronic Validation Matrix
- Electronic Validation HR Support Service Addendum

FCRA Compliance Forms

- IntelliCorp Service Agreement
- Summary of Consumer Rights
- Resumen de Derechos
- Identity Theft Notice
- Notice to Furnishers of Information
- Notice to Users of Consumer Reports
- Disclosure & Authorization Form
- Muestra de Formulario de Autorizacion & Liberacion
- Account Information Change Form
- Pre Adverse Action Letter
- Post Adverse Action Letter
- Reinvestigation Request Form
- Solicitud de Reinvestigacion
- Copy Request Form
- Solicitud de Copia
- W-9 Form
- Medical Fraud & Abuse Agreement
- FCRA Quick Reference Guide

Learning Center

Library

In the Library you will find all of our printable manuals, including IntelliSearch, FCRA, Portals, PEER Credit, Motor Vehicle Records and more.

You will also find the Screening Process Flowchart, Court/Legal Terms and Definitions, as well as Frequently Asked Questions (FAQs).

FCRA: Employment Screening (FCRA)

Home Perform a Search Batches Post Employment Results Center Your Account Help

Learning Center

Help
Credit Credentialing
Court Fees
Downloads
FAQs
Library
Learning Center

Screening Process Flowchart

Library
How to run a search

Webinar Training

Register For Our "Live" Training Sessions

What our clients have said about training....

"One of the better Webinars I have participated in and I give them! Very well presented, very clear and not rushed. Plenty of time for questions. Thank you."

"All new information, very informative. I must let session sink in and replay to make sure I didn't miss anything."

"I have no suggestion for improving the training, I just wish I would have taken the training earlier."

"Love this company, from my first encounter with my sales person, to the training to the website. Keep up the good work, so nice to deal with competent people."

New Training Guides

Former Last Name Self-Service Batching

Client Manual IntelliSearch

Court/Legal Terms & Definitions

Frequently Asked Questions

Contact Us

In the lower left corner of the page, click **Contact Us**. Select either **Contact Info** or **Feedback**.

Contact Info

Contains phone numbers, fax numbers and e-mail addresses for various departments including General Information, Client Services and Sales.

The screenshot shows the IntelliCorp website interface. At the top, there is a navigation bar with links: Home, Perform a Search, Batches, Post Employment, Results Center, Your Account, and Help. Below this, there are several sections: 'ALERTS & MESSAGES (20)', 'COMMUNICATIONS (20)', and 'What Would You Like To Do?' with buttons for 'PERFORM A SEARCH', 'VIEW RESULTS CENTER', 'CONTACT CUSTOMER SERVICE', 'FORMS & DOWNLOADS', 'MANAGE YOUR ACCOUNT', 'PAY AN INVOICE', and 'SCHEDULE LIVE TRAINING'. At the bottom left, there are links for 'Contact Info', 'Feedback', and 'Privacy & Security', with 'Feedback' circled in red. On the right side, there is a 'Contact Info' sidebar with the following details:

Contact Info	
Address	IntelliCorp 3000 Auburn Drive Suite 410 Beachwood, OH 44122
Business Hours	M – F 8:00-6:00 pm EST
General Information	
Phone	216-450-5200
Fax	216-450-5201
Email	info@intellincorp.net
Client Services	
Toll Free	888-946-8355
Phone	216-450-5300
Fax	216-450-5301
Verification Release Fax	216-450-5247
Email	customerservice@intellincorp.net
Sales	
Toll Free	800-539-3717
Phone	216-450-5290
Fax	216-450-5201
Email	sales@intellincorp.net
Training Information	

Feedback

Allows you to communicate directly with IntelliCorp regarding any questions or comments.

The screenshot shows the 'Feedback' form on the IntelliCorp website. The form includes the following fields:

- Subject:
- Regarding:
- Your Email:
- Message:
- Submit:

At the bottom of the page, there is a footer with the text: "10.15.25.55 Contact Info Feedback Privacy & Security ©2011 IntelliCorp Records Inc. All rights reserved."

Motor Vehicle Records

Custom Menu Option

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