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Inviting an Applicant for a Background Screening....

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Please sign and return this
certification doc
possible

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Sample client documents (Authorization, Disclosure and Notices)

[Click Here](#)

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ANNOUNCEMENT: New FCRA Document

A new FCRA Summary of Your Rights document has been released and is required to be used effective September 21, 2018.

Here is a copy of the new document.

The FCRA Summary of Rights document should always be presented to a consumer when delivering or reviewing a report.

PreTrax phone: 440-247-1600

PreTrax fax: 440-247-1611

PreTrax production email: orders@pretrax.com

NOTICE: Use of this system is restricted to authorized clients of PreTrax, Inc.. The system imposes criminal penalties-including a fine, up to two years imprisonment, or both, on anyone who knowingly and willfully obtains information from a reporting agency under false pretenses, and other persons who use such information without a permissible purpose.

To invite an applicant,
please click the "New
Applicant Order" link.

NOTE: This process
will send the
applicant the
disclosure, notices
and consent
documents that you
have asked us to send!

ORDER

Requested: 8/23/2022

Printed: 8/23/2022

Ordered by: TestCo
PreTrax Test Company Inc.

Department: 1000-Accounting This value will show on the billing detail

Recruiter: Kelsey Owen

Position Title: Chief Financial Officer

PreTrax Test Company Background Investigation

Client Comments:

Please enter your information below. Upon

Trax Test Company for review.

Recruiter Comments:**Packages:**

| | | | |
|--------------------------------------|-------------------------------------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Criminal Level 2 + Driving | <input checked="" type="checkbox"/> | \$22.00 | (County Criminal 7yr Felony & Misdemeanor, Driver's Records, National Criminal & Sex Offender Search, Social Security Trace,) |
| Criminal Level 2 + Federal Criminal | <input type="checkbox"/> | \$33.00 | (County Criminal 7yr Felony & Misdemeanor, Federal Criminal Search, National Criminal & Sex Offender Search, Social Security Trace,) |
| Criminal W/ Education And Employment | <input type="checkbox"/> | \$44.00 | (County Criminal 7yr Felony & Misdemeanor, Education Verification, Employment Verification, National Criminal & Sex Offender Search, Social Security Trace,) |

A la Carte Services:

| | | |
|-----------------------------------------|--------------------------|--------|
| Driver's Records | <input type="checkbox"/> | \$5.00 |
| Education Verification | <input type="checkbox"/> | \$5.00 |
| Employment Verification | <input type="checkbox"/> | \$5.00 |
| National Criminal & Sex Offender Search | <input type="checkbox"/> | \$5.00 |

Select only one package. **NOTE: You may have one pre-selected.**

| | | | |
|-------------------|-----------------------------------|------------------|-------------------------|
| First Name | Middle Name (If Available) | Last Name | Applicant Suffix |
| Joseph | Q | Fabeets | Jr |

APPLICANT CONTACT INFO

Applicant Phone Number: 440.247.1600

Applicant Email Address: jfabeets@fabeets.org

NEXT Clicking NEXT will send email invitation to this Applicant.

Click the "NEXT" button to complete the process and send the invite to the applicant.

Managing your Open Applicant Invitations...

Administration | Logou



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Compliance Certifications

Please sign and return this certification document as soon as possible

[Click Here](#)

Sample client documents (Authorization, Disclosure and Notices)

[Click Here](#)

Useful URLs

Recently Received Reports

Today

Last 3 Days

Last 7 Days

Last 30 Days

Recently Submitted Reports

Today

Last 3 Days

All Work In Progress

Recently Entered Reports

Orders in Entered Status

Orders Entered

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Click the "Orders in Entered Status" link to manage your applicant invites. **NOTE:** Applicants in this status are **NOT** currently being worked on by PreTrax.

Actively Manage your Entered Orders....

ApplicantID
Last Name
Status
Department
Recruiter
SSN
Meets Requirements

Date Submitted From: To:
Received
Released

PINK status: the Applicant has NOT STARTED the process.
BLUE status: the applicant has started but not completed the process. (Not Pictured here.)

Sort by: Ascending
 Ascending
 Ascending
Meets Requirements
GO

| Applicant ID | Applicant Name | Status | Control Number | Meets Requirements? | | Comments | RA APP ID |
|-----------------|-------------------|---------|----------------|---------------------|------|----------|-----------|
| 202208232000003 | Fabeets, Joseph Q | Entered | | | Edit | | |
| 202208232000002 | Geck, James | Entered | | | Edit | | |
| 202203252000006 | Smith, Bob | Entered | | | | | |
| 202203252000005 | Jones, John | Entered | | | | | |
| 202203252000003 | Geck, Jim | Entered | | | | | |
| 202012072000004 | Owen, Kevin D | Entered | | | | | |
| 202003110000034 | Owen, Kevin D | Entered | | | | | |
| 201912180000003 | Howard, Juwan | Entered | | | | | |
| 201912180000001 | Harbaugh, James J | Entered | | | | | |

You may Click the "Entered" link to correct an email address or resend applicant credentials.

To Change an Applicant's Email Address or Resend Credentials...

ApplicantID: 202208232000003

First Name:

Joseph

Middle Name:

Q

Last Name:

Fabeets

Applying for the position of

SSN:

BirthDate:

00/00/0000

Email Address:

jfabeets@fabeets.org

Phone Num

440.247.1600

AKAName

Update Above Data

You may update the email address or other information in this section. After you make a change click the "Update Above Data" button.

REVIEW DISCLOSURE

REVIEW NOTICES AND AUTHORIZATION

SEND SIGNATURE EMAIL

SEND SIGNATURE EMAIL

STEP 1: Click the

on the box at the

STEP 2: Click the

background investigation

background investigation

page. A copy of the

STEP 3: Add your

For Education

For Employment

agency rating

STEP 4: Provide

STEP 5: To finish

sure all of your

both STEP 1 and STEP 2.

To send new credentials to an applicant click the "Email Address" link.
NOTE: This will deactivate any previously emailed credentials.

view the "Disclosure Regarding Background Investigation On You" (the "Disclosure"). After reviewing the Disclosure, please click the "I have received the Disclosure" link. Once you have clicked on the box, you will return to this landing page.

link below. Once you click this link, you will be directed to several documents explaining your legal rights with regard to this "Authorization Regarding Background Investigation" (the "Authorization"). By signing this document, you authorize this electronic signature to the Authorization using Adobe Sign. Once you have signed the Authorization, you will return to this landing page.

Clicking on the **Need Data - Click Here** links (below).

Completed. For a GED please provide the year and location where you completed the exam.

past 7 years (if applicable). If you worked at a company through a temporary agency, provide the contact information of the

able). Please omit all dashes and spaces.

"ENTER ORDER", you will be submitting all of your documents and this will immediately initiate the background check. Please make sure you do not have the ability to edit or provide additional information. NOTE: "ENTER ORDER" will not appear until you have completed

ENTER ADDITIONAL DATA

To delete an applicant...

| ENTER ADDITIONAL DATA | | |
|-----------------------------------------------------------|----------------|----------------------------------------|
| CATEGORY | APPLICANT DATA | REQUIRED DATA |
| Education | | Need Data - Click Here |
| Employer | | Need Data - Click Here |
| Employer | | Need Data - Click Here |
| <input type="button" value="Add a New Service Entry..."/> | | |

| ORDER CONFIRMATION | | |
|--------------------|------------------------------------------------|--------|
| CATEGORY | SERVICES | AMOUNT |
| EMPLOYER | Employment Verification Employment - Owen, K D | |
| EDUCATION | Education Verification Education - Owen, K D | |

CAUTION THIS WILL DELETE THE DISPLAYED APPLICANT AND ALL RELATED RECORDS...)



To delete an invited applicant please click the "Delete Applicant" button. This will permanently remove the applicant from our system.

To Manually Order a Background Screening...

Administration | Logou

PRETRAX™
Background Investigations

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Mess

**Compliance
Certification**

Please sign and return this
certification document as soon as
possible

[Click Here](#)

**Sample client (Authorization
Disclosure and**

[Click Here](#)

Useful URLs

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Last 30 Days

reports

orts

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Click "New Order".
NOTE: Any documents that you may send with "New Applicant Order" will NOT be sent. You will want to ensure that appropriate disclosures are made and consent is obtained from the consumer.

PRETRAX™
Background Investigations

JOBTRAX™
VerifyJobHistory.com

Applicant Data Entry (page 1)...

PreTrax Test Company Background Investigation

Please enter your information below. Upon completion of this investigation, the results will be sent to PreTrax Test Company for review.

| | | |
|-----------------------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Criminal Level 2 + Driving | <input type="checkbox"/> | (County Criminal 7yr Felony & Misdemeanor, Driver's Records, National Criminal & Sex Offender Search, Social Security Trace,) |
| Criminal Level 2 + Federal Criminal | <input type="checkbox"/> | (County Criminal 7yr Felony & Misdemeanor, Federal Criminal Search, National Criminal & Sex Offender Search, Social Security Trace,) |
| Criminal W/ Education And Employment | <input checked="" type="checkbox"/> | (County Criminal 7yr Felony & Misdemeanor, Education Verification, Employment Verification, National Criminal & Sex Offender Search, Social Security Trace,) |
| Driver's Records | <input type="checkbox"/> | is <input type="checkbox"/> |
| Education Verification | <input type="checkbox"/> | Employment Credit Report <input type="checkbox"/> |
| Employment Verification | <input type="checkbox"/> | Federal Criminal Search 10 year <input type="checkbox"/> |
| National Criminal & Sex Offender Search | <input type="checkbox"/> | |

| | |
|----------------------------|----------------------------|
| First Name | Joseph |
| Middle Name or Initial | Q |
| Last Name | Fabeets |
| Suffix | Jr. |
| Social Security Number | 123-45-6789 |
| Birth Date (DOB) | 1/1/1990 |
| Current Street Address | 10 Center Sreet |
| City | Chagrin Falls |
| State | Oh |
| Zip Code | 44022 |
| Department or Billing Code | 1000-Accounting |
| Purpose of Report | Promotion |
| Phone Number | 440.247.1600 |
| Email Address | joseph.fabeets@fabeets.org |

Confirm the package and enter the applicant's information in this section. To avoid delays, please make sure that all information is accurate and complete.

Enter help note for this field here.

Best number to contact you by phone. Format Phone - 111-111-1111

Enter help note for this field here.

NEXT

Applicant Data Entry (page 2)...

UPLOAD DOCUMENTS (.gif, .jpg, .png, .pdf, .tif, only)

REVIEW DISCLOSURE [SEND SIGNATURE EMAIL](#)
REVIEW NOTICES AND AUTHORIZATION [SEND SIGNATURE EMAIL](#)

ENTER ADDITIONAL INFORMATION

| CATEGORY | APPLICANT DATA | REQUIRED DATA |
|---------------------------------------|--------------------------------------------|----------------------------------------|
| Court | County Criminal Cuyahoga OH | Data is Complete |
| Court | Nationwide Criminal US Nationwide Criminal | Data is Complete |
| Education Information | | Need Data - Click Here |
| Employer Information | | Need Data - Click Here |
| Employer Information | | Need Data - Click Here |

[Add a New Service Entry...](#)

ORDER CONFIRMATION

| CATEGORY | SERVICES | AMOUNT |
|-------------------------|--------------------------------------------------------|--------|
| Court | Court Adjustment Fabeets, Joseph Q - Cuyahoga OH | |
| Package | Criminal W/ Education And Employment Fabeets, Joseph Q | |

Certifications Associated With Order Being Placed. Consistent with applicable law, Client certifies that it has a permissible purpose to receive the information being requested in the order. If Client is ordering a Consumer Report for employment purposes, disclosure has been made in writing to the subject of the report ('the Consumer') in a document that consists solely of the disclosure for employment purposes; (2) the Consumer has authorized in writing the procurement of the Consumer Report that is being ordered not be used in violation of any applicable Federal or State equal employment opportunity law or regulation, or any other applicable action requirements described in Section 604(b)(3) of the FCRA, as well as any other pertinent adverse action requirements. If Client works in California or works in California, Client certifies that: (1) Client has complied with all disclosure and authorization requirements described in Section 604(b)(3) of the FCRA, as well as any other pertinent adverse action requirements. (2) Client has provided the Consumer a means to check a box to indicate that he or she would like a copy of any report received by Client for free set forth under California law (including those identified in Section Cal. Civ. 1786.40) should they become applicable, and (4) Client has otherwise met all requirements for obtaining a Consumer Report or Investigative Consumer Report under California law. In addition, if Client is ordering an Investigative Consumer Report as defined by the FCRA, Client certifies that it has provided the Consumer the disclosure identified in Section 606(a)(1) of the FCRA, and has met all other requirements for obtaining Investigative Consumer Reports. Client also certifies that, upon receipt of a request by the Consumer for additional information about the Investigative Consumer Report being ordered, Client shall completely and accurately disclose in writing the nature and scope of the investigation, and shall do so not later than five (5) days after the date on which the request for additional disclosure was received from the Consumer or the date the Client first requested the report, whichever is later.

By clicking I AGREE below, I am agreeing to the above certifications on behalf of Client.

☐ I agree

☐ I do NOT agree

**DELETE
ORDER**

Please click the "Need Data – Click Here" links to provide the required information.

Education – Data Entry...

Please provide your highest level of education completed. For a GED please provide the year and location where you completed the exam

| REQUIRED DATA FOR EDUCATION | |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| School Name | <input type="text" value="University of Michigan"/> |
| Degree | <input type="text" value="Bachelors"/> (B.S. , M.S. , Ph.D , HS Diploma ...) |
| Major | <input type="text" value="Economics"/> |
| Graduation Date Month Day Year | <input type="text" value="Unknown"/> <input type="text" value="Unknown"/> <input type="text" value="1991"/> <input type="text" value="Select PRESENT for Year if currently enrolled"/> |
| Name on Diploma | (Change if Name is different on the actual Diploma) |
| First Name | <input type="text" value="Joseph"/> |
| Middle Name | <input type="text" value="Q"/> |
| Last Name | <input type="text" value="Fabeets"/> |

Enter education information here!

| OPTIONAL DATA FOR EDUCATION | |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Start Date Month Day Year | <input type="text" value="Unknown"/> <input type="text" value="Unknown"/> <input type="text" value="Unknown"/> |
| End Date Month Day Year | <input type="text" value="Unknown"/> <input type="text" value="Unknown"/> <input type="text" value="Unknown"/> <input type="text" value="Select PRESENT for Year if currently enrolled."/> |
| Student Number | <input type="text"/> |
| City | <input type="text" value="Ann Arbor"/> |
| State | <input type="text" value="Michigan"/> |
| Country Code | <input type="text" value="UNITED STATES"/> |
| Phone Number | <input type="text"/> |

This information is very important for commonly named high schools. i.e. Jefferson High School.

SUBMIT

REVIEW DISCLOSURE
REVIEW NOTICES AND AUTHORIZATION

SEND SIGNATURE EMAIL
SEND SIGNATURE EMAIL

UPLOAD DOCUMENTS (.gif, .jpg, .png, .pdf, .tif, only)

ENTER ADDITIONAL INFORMATION

| CATEGORY | APPLICANT DATA | REQUIRED DATA |
|-----------------------|--------------------------------------------|------------------------|
| Court | County Criminal Cuyahoga OH | Data is Complete |
| Court | Nationwide Criminal US Nationwide Criminal | Data is Complete |
| Education Information | University Of Michigan | Data is Complete |
| Employer Information | | Need Data - Click Here |
| Employer Information | | Need Data - Click Here |

Add a New Service Entry...

Status changes to
“Data is Complete”
after entering
information.

ORDER CONFIRMATION

| CATEGORY | SERVICES | AMOUNT |
|----------|--------------------------------------------------|--------|
| Court | Court Adjustment Fabeets, Joseph Q - Cuyahoga OH | |
| Package | Fabeets, Joseph Q | |

Then, click here to
enter additional
employment history.

Certifications Associated With Order

state law to receive the information being disclosed. Client certifies that a clear and conspicuous disclosure has been made in writing to the Consumer prior to the Consumer Report for employment purposes; (2) the Consumer Report will not be used in violation of any applicable Federal or State equal employment opportunity law or regulation, or any other applicable law; and (4) if applicable, Client will comply with the adverse action requirements described in Section 604(b)(3) of the FCRA, as well as any other pertinent adverse action requirements. In addition, if the Consumer lives in California or is applying to work in California or works in California, Client certifies that: (1) Client has complied with all disclosure and authorization requirements set forth in California Civil Code 1786.16, (2) Client has provided the Consumer a means to check a box to indicate that he or she would like a copy of any report received by Client from PreTrax, (3) Client will comply with any adverse requirements set forth under California law (including those identified in Section Cal. Civ. 1786.40) should they become applicable, and (4) Client has otherwise met all requirements for obtaining a Consumer Report or Investigative Consumer Report under California law. In addition, if Client is ordering an Investigative Consumer Report as defined by the FCRA, Client certifies that it has provided the Consumer the disclosure identified in Section 606(a)(1) of the FCRA, and has met all other requirements for obtaining Investigative Consumer Reports. Client also certifies that, upon receipt of a request by the Consumer for additional information about the Investigative Consumer Report being ordered, Client shall completely and accurately disclose in writing the nature and scope of the investigation, and shall do so not later than five (5) days after the date on which the request for additional disclosure was received from the Consumer or the date the Client first requested the report, whichever is later.

By clicking I AGREE below, I am agreeing to the above certifications on behalf of Client.

☒ I agree

☐ I do NOT agree

ENTER
ORDER

Employment History – Data Entry...

Step 1: Please provide the proper name, phone number and address of your employer.

Step 2: Provide specific Start Date and Termination Date.

Step 3: Failing to provide complete and accurate information may delay this investigation.

| REQUIRED DATA FOR EMPLOYMENT | |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employer | <input type="text" value="General Motors"/> |
| Position | <input type="text" value="CFO"/> |
| Start Date | <input type="text" value="July"/> <input type="text" value="29"/> <input type="text" value="2001"/> |
| Termination Date | <input type="text" value="July"/> <input type="text" value="31"/> <input type="text" value="2020"/> <input type="text" value="Select PRESENT Year if currently employed."/> |

| OPTIONAL DATA FOR EMPLOYMENT | |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employer Phone Number | <input type="text" value="734.555.1212"/> |
| Address Line 1 | <input type="text" value="1000 State Street"/> |
| City | <input type="text" value="Ann Arbor"/> <small>Zip Code will come from City and State if Country Code is US.</small> |
| State Code | <input type="text" value="Michigan"/> |
| Zip Code | <input type="text" value="48104"/> <small>City, State, and County will come from Zip Code table if Country Code is US.</small> |
| Country Code | <input type="text" value="UNITED STATES"/> |
| Supervisor | <input type="text"/> |
| Supervisor Phone Number | <input type="text"/> <input type="text" value="Ext"/> <input type="text"/> |
| DOT Regulated Position ? | <input type="text" value="NO"/> <input type="text" value="Was this position subject to DOT Testing?"/> <input type="text" value="or Alcohol Testing?"/> |

Enter employer information here.

Optional information is not required but very important, specifically for multi location employers.

SUBMIT

Final New Order Submission ...

REVIEW DISCLOSURE [SEND SIGNATURE EMAIL](#)

REVIEW NOTICES AND AUTHORIZATION [SEND SIGNATURE EMAIL](#)

| ENTER ADDITIONAL INFORMATION | | |
|------------------------------|--------------------------------------------|------------------|
| CATEGORY | APPLICANT DATA | REQUIRED DATA |
| Court | County Criminal Cuyahoga OH | Data is Complete |
| Court | Nationwide Criminal US Nationwide Criminal | Data is Complete |
| Education Information | | |
| Employer Information | | |
| Employer Information | | |

Add a New Service Entry... ▼

| CATEGORY | SERVICES | ORDER | AMOUNT |
|----------|-----------------------------------------------|-------|--------|
| Court | Court Adjustment Fabeets, Joseph Q - Cuyahoga | | |
| Package | Criminal W/ Education And Employment Fabe | | |

[illegible]

NOTE: Please make sure you have provided all information at this time. Once you leave this session, you will not be able to modify the order!

After providing all of the needed applicant information, please review and agree to the certifications associated with order being placed, then click ENTER ORDER. You cannot proceed without this step.

being placed, then
click ENTER ORDER.
You cannot proceed
without this step.

☒ I agree

☐ I do NOT agree

**ENTER
ORDER**

To View Work in Progress...

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New Order | New Applicant Order

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Please sign and return this certification document as soon as possible

[Click Here](#)

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[Click Here](#)

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Today

Last 3 Days

Last 7 Days

Last 30 Days

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Today

Last 3 Days

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NOTICE
federal
years in
on a co
penalties

Once the order is Entered you may click the "All Work in Progress" link to view status.

authorized clients of PreTrax, Inc.. The penalties-including a fine, up to two years and willfully obtains information under false pretenses, and other without a permissible purpose.

Reviewing Work in Progress..

In the Meets Requirements Comments section we will often insert notes to communicate unusual delays in results.

ApplicantID Date Submitted From: To:
Last Name
Status Submitted Received
Department Released
Recruiter
SSN
Meets Requirements

Meets Requirements GO

| Applicant ID | Applicant Name | Status | Control Number | Meets Requirements? | Comments | RA APP ID |
|---------------------------------|-------------------|-----------|----------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------|
| 202208232000006 | Fabeets, Joseph Q | Submitted | | Edit | 7.31.2022 - CONDUCTING ADDITIONAL RESEARCH. POSSIBLE RECORDS. NEEDED CLERK ASSISTANCE FOR CLARIFICATION ON CASE INFORMATION | Promotion |
| 202101092000001 | John T | Submitted | | Edit | | |

Click the Applicant ID to view a rendering of the applicant's report. It will display real time results.

This report is still pending completion.

It is provided to you as a convenience and is subject to change during our final quality assurance check.
Reports should **NOT** be used to make hiring decisions or for adverse action until the report is finalized.

BACKGROUND REPORT

Requested: 8/23/2022

Completed: 00/00/00

Printed: 8/23/2022

Prepared for: PreTrax Test Company Inc.

Purpose of Report: Promotion

Location / Unit #: 1000-Accounting

Recruiter:

Prepared by: PreTrax, Inc.

Position:

Name of Applicant: Fabeets, Joseph Q

Applicant ID: 202208232000006

[Add REVIEW DISCLOSURE](#)

Click the ADD link to upload a REVIEW DISCLOSURE

[Add REVIEW NOTICE AND AUTHORIZATION](#)

Click the ADD link to upload a REVIEW NOTICE AND AUTHORIZATION

SUMMARY

SSN

[XXX-XX-XXXX](#)

Complete

County Criminal

[SAN DIEGO CA](#)

Pending

County Criminal

[Washtenaw MI](#)

Complete

County Criminal

[Cuyahoga OH](#)

Complete

Nationwide Criminal

[US Nationwide Criminal](#)

Complete

Employment

[General Motors](#)

Complete

Education

[University Of Michigan](#)

Complete

APPLICANT ADDRESS HISTORY

Complete

Date Ordered: 8/23/2022

SSN #: XXX-XX-XXXX

Comments: The SSN Trace has been completed.

Data is available for
viewing in real time.

COURT RESEARCH

Pending

Court Type: County Criminal

Name Checked: Fabeets, Joseph Q

Date Ordered: 8/23/2022

Years: 7

Comments:

Complete

Court Type: County Criminal

Location: Washtenaw MI

Name Checked: Fabeets, Joseph Q

Date Ordered: 8/23/2022

Years: 7

Viewing Received (Completed) Reports...

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Last 7 Days

Last 30 Days

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Orders in Entered Status

Orders Entered Today

Document Library

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ANNOUNCEMENT New FCRA Document

A new used e

Here i

The FC when c

PreTra

PreTra

PreTra

To view orders that have been completed, click one of the "Recently Received Reports" links. Quick links are provided for your convenience.

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always be presented to a consumer

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Viewing Received (Completed) Reports...

ApplicantID Date Submitted From: To: Sort by: Ascending Ascending Ascending

Last Name Received 07/25/2000 08/24/2022

Status Released

Department

Recruiter

SSN

Meets Requirements Meets Requirements GO

| Applicant ID | Applicant Name | Status | Comments | RA APP ID |
|-------------------|------------------|----------|-----------------------------------------|------------------|
| 201504150000004 | Jones, Tom | Received | | |
| 201501120000001 | File, Test | Received | | |
| 201304170000001 | Keegan, Melody R | Received | | |
| 201304170000003 | Adams, Tom | Received | IS APPLICANT IS CURRENTLY UNDER REVIEW. | 1111111111111111 |
| 20130204120000000 | Sample, Joe | Received | not hire. 5/29/2013 | 2222222222222222 |
| 201104120000000 | man, Kwame | Received | | 5555555555555555 |
| 201005190000001 | Jac | Received | YES | |
| 200909160000001 | Wil | Received | | |
| 200806020000001 | Ge | Received | | |

You may enter a date/date range to review results or can enter the applicants last name etc.

Click the Applicant ID of the person's report that you want to view.

Pink background = An order that has been started using the New Applicant Order link and the Applicant has yet to take any action in entering data.
Blue background = An order that has been partially completed by the Applicant.
White or Grey background = An order that has been completed by the Applicant. It is ready to Submit.

Viewing Received (Completed) Reports...



PreTrax, Inc.
10 Center Street
Cleveland, OH 44022
Phone: 440-247-1600
Fax: 440-247-1611

NOTICES

This 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.

PreTrax, Inc. will provide, when contacted by the consumer seeking a copy of this report or making a request to review his/her file with PreTrax, Inc., a written notice in English and Spanish setting forth the terms and conditions of his/her right to receive disclosures of information such as office hours, any charges for disclosures, identification required for the release of information, names of recipients of reports on the consumer, what assistance is available to the consumer in reviewing/understanding the information and similar instructions.

BACKGROUND REPORT

Requested: 4/5/2013

Completed: 4/5/2013

Printed: 8/24/2022

Prepared for: PreTrax Test Company Inc.

Purpose of Report: 2222222222222222

Prepared by: PreTrax, Inc.

Position:

Name of Applicant: Adams, Tom

Applicant ID: 201304050000003

SUMMARY

| | | |
|---------------------|----------------------------------------|---------------------|
| SSN | XXX-XX-XXXX | Complete |
| County Criminal | Cuyahoga OH | See Comments |
| County Criminal | Geauga OH | Complete |
| Nationwide Criminal | US Nationwide Criminal | See Comments |
| Education | Florida State | Complete |

APPLICANT ADDRESS HISTORY

Complete

SUPPLEMENT 6/6/2013

Date Ordered: 4/5/2013

SSN #: XXX-XX-XXXX

Comments: The SSN Trace has been completed.

COURT RESEARCH

See Comments

SUPPLEMENT 10/20/2017

Court Type: County Criminal

Location: Cuyahoga OH

Name Checked: Adams, Tom

Date Ordered: 4/5/2013

Years: 7

Comments: Record(s) Found

Order an Adverse Action Notification...

PreTrax Test Company
Background Investigation

Please enter your information below. Upon completion of this

ax Test Company for review.

| | | | |
|--------------------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| Criminal Level 2 + Driving | <input type="checkbox"/> | (County Criminal 7yr Felon | Sex Offender Search, Social Security Trace,) |
| Criminal Level 2 + Federal Criminal | <input type="checkbox"/> | (Co Criminal 7yr Felon | iminal & Sex Offender Search, Social Security Trace,) |
| Criminal W/ Education And Employment | <input type="checkbox"/> | Criminal 7yr Felony & Misdemeanor, Education Verification, Employment Verification, National Criminal & Sex Offender Search, Social Security | |
| Adverse Action | <input checked="" type="checkbox"/> | Driver's Records | <input type="checkbox"/> |
| Drug - Urinalysis | <input type="checkbox"/> | Education Verification | <input type="checkbox"/> |
| Employment Credit Report | <input type="checkbox"/> | Employment Verification | <input type="checkbox"/> |
| Federal Criminal Search 10 year | <input type="checkbox"/> | National Criminal & Sex Offender Search | <input type="checkbox"/> |

First Name

Middle Name or Initial

Last Name

Suffix

Launch a "New Order".
Select the Adverse
Action service. Please
do NOT Select any
criminal packages or
you will be ordering
those services too!

NOTE: You will need to
provide the City and State
where the job is located.
There are some specific
city/state adverse action
obligations that you have.

Checking Status of Adverse Action...

Administration | Logou

Home

Orders

Invoices

Applicants

Categories

New Order | New Applicant Order

Messages

Compliance Certifications

Please sign and return this
certification document as soon as
possible

[Click Here](#)

Sample client documents (Authorization, Disclosure and Notices)

[Click Here](#)

Useful URLs

Recently Received Reports

Today

Last 3 Days

Last 7 Days

Last 30 Days

Recently Submitted Reports

Today

Last 3 Days

All Work In Progress

Recently Entered Reports

Orders in Entered Status

Orders Entered Today

Document Library

Show Documents

ANNOUNCEMENT: New FCRA Document

A new FCRA Summary of Your Rights document has been released and is required to be used effective September 21, 2018.

Here is a copy of the new document.

The FCRA Summary of Rights document should always be presented to a consumer when delivering or reviewing a report.

PreTrax phone: 440-247-1600

PreTrax fax: 440-247-1611

PreTrax production email: orders@pretrax.com

NOTICE
federal
years in
on a co
penalties

You can check status
of an Adverse Action
notification by
clicking the "All Work
in Progress" link.

authorized clients of PreTrax, Inc.. The
penalties-including a fine, up to two
years and willfully obtains information
under false pretenses, and other
without a permissible purpose.

Checking Status of Adverse Action...

Administration | Logout

PRETRAX™
Background Investigations

Home Orders Invoices Applicants Categories

New Order New Applicant Order

ApplicantID
Last Name
Status
Department
Recruiter
SSN
Meets Requirements

Date Submitted From: To:
Received
Released

Sort by:

Meets Requirements

GO

PreTrax will provide updates here:

- ✓ The date we sent the Pre-Adverse Notification.
- ✓ The scheduled date for Final Adverse Action Notification.
- ✓ The date we sent the Final Notification.
- ✓ If there is a consumer Dispute

The first update generally occurs within 24 hours.

| | Comments | RA APP ID |
|------|-----------------------------------------------------------------------------------------------------------------------------|-----------|
| Edit | 7.31.2022 - CONDUCTING ADDITIONAL RESEARCH. POSSIBLE RECORDS. NEEDED CLERK ASSISTANCE FOR CLARIFICATION ON CASE INFORMATION | Promotion |
| Edit | 7/21 Pre Adverse Sent **** Final Adverse Due 7/28 - OK TO SEND 7/28 | |



To Request Final Adverse Action...

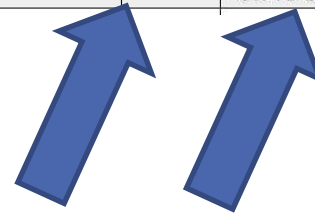
ApplicantID Date Submitted From: To: Sort by: Ascending Ascending Ascending

Last Name Status Submitted Received Released

Department Recruiter SSN Meets Requirements Meets Requirements GO

| Applicant ID | Applicant Name | Status | Control Number | Meets Requirements? | Comments | RA APP ID |
|-----------------|-------------------|-----------|----------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------|
| 202208232000006 | Fabeets, Joseph Q | Submitted | | Edit | 7.31.2022 - CONDUCTING ADDITIONAL RESEARCH. POSSIBLE RECORDS. NEEDED CLERK ASSISTANCE FOR CLARIFICATION ON CASE INFORMATION | Promotion |
| 20210109 | | | | Edit | 7/21 Pre Adverse Sent **** Final Adverse Due 7/28 - OK TO SEND 7/28 - KO | |

Near the Final Adverse Action Due Date, Click the “Edit” link; Add – **OK TO SEND – KO** (with your initials/name). This will instruct PreTrax to send the Final Adverse Notification. Then click the SUBMIT button. PreTrax will not send it without your instruction.



NOTE: We will send the final notice and deliver the order. The order will then leave the “Work in Progress” view.

Viewing Invoice Detail...

Administration | [Logout](#)

Click the "Invoices" tab and enter the date/date range of the invoice (s).



[Home](#) [Orders](#) **[Invoices](#)** [Applicants](#) [Categories](#)

[New Order](#) | [New Applicant Order](#)

Format [Expanded](#) ▼

From:
Invoice Date [February](#) ▼ [1](#) ▼ [2020](#) ▼

To:
[February](#) ▼ [15](#) ▼ [2020](#) ▼

[GO](#)

[Produce Tab-Delimited Invoice File](#)

| CompanyID | Invoice Date | Invoice Number | Amount | | Summary | Expanded |
|-----------|--------------|-----------------|----------|--|------------------------------------------|------------------------------------------|
| TestCo | 02/02/2020 | TestCo-20200202 | \$129.78 | | HTML PDF | HTML PDF |

Refreshed Wed Aug 24 2022 09:34:59 GMT-0400 (Eastern Daylight Time)

User : kelsey [Kelsey Owen] of Employer : TestCo



Click the PDF or HTML format to view the Summary or Expanded information.

Viewing Invoice Detail...



Invoice Date: 02/02/2020
 Invoice Number: TestCo-20200202
 Bill To: PreTrax Test Company Inc.
 10 Center Street

Chagrin Falls, OH 44022
 ATTN: Kevin Owen

Pretrax, Inc.
 10 Center Street
 Chagrin Falls, OH, 44022

James Geck
 440.247.1600
 jgeck@pretrax.com

Terms:

Remit To:

| Department | Recruiter | ApplicantID | Name | Date | Type | Amount |
|------------|-------------|----------------------------------|----------------|------------|-------------------------------|----------|
| | | A201302040000002 | | 02/04/2013 | Credit History | \$1.00 |
| | | A201302040000002 | Sample, Joe | 05/29/2013 | Applicant Total | \$1.00 |
| | | A201304050000003 | | 04/05/2013 | Criminal Level 2 + Driving | \$33.00 |
| | | A201304050000003 | | 04/05/2013 | Court Adjustment | \$6.89 |
| | | A201304050000003 | | 07/19/2016 | Education Verification | \$9.00 |
| | | A201304050000003 | Adams, Tom | 04/05/2013 | Applicant Total | \$48.89 |
| | | 000001 | | 01/12/2015 | Employment Verification | \$7.00 |
| | | 000001 | File, Test | 01/12/2015 | Applicant Total | \$7.00 |
| | | 000004 | | 04/15/2015 | Criminal Level 2 + Driving | \$33.00 |
| | | 000004 | | 04/15/2015 | Court Adjustment | \$6.89 |
| | | 000004 | Jones, Tom | 04/15/2015 | Applicant Total | \$39.89 |
| | Kelsey Owen | A201304170000001 | | 04/17/2013 | Criminal Level 2 + Driving | \$33.00 |
| | Kelsey Owen | A201304170000001 | Keegan, Melody | 05/29/2013 | Applicant Total | \$33.00 |
| | | | | 02/02/2020 | Client Total | \$129.78 |

Invoice detail will show all charges for each applicant, including third party fees.

PreTrax Contact Information

Please feel free to contact us with any questions.

PreTrax Headquarters
10 Center Street
Chagrin Falls, OH 44022
440.247.1600
440.247.1611 (fax)
orders@pretrax.com