



Additional Business Verification Requirements To begin January 1, 2006

****IMPORTANT****

Clients with companies in business 18 months or less:

The required documentation will include the following at time of set-up:

- 1. Nationscan on Owner** - will require that FADV run a Nationscan on the owner and disqualify those that have been convicted of crimes of dishonesty or fraud. If Hits are received, a county criminal search will be run to verify. If verified as a hit, Legal will have to review to determine if we can set them up as a client. This will require release authorization from that owner and the search report to be included in the implementation packet. **A general release is attached and will need to be completed by the owner of that company and faxed to me. This search is performed free of charge.**
- 2. Site Inspection** - will require a Site Inspection regardless of the scope or type (commercial or residential)
- 3. FEIN** - will require verification of the employer's FEIN (i.e. Payroll Tax Deposit Coupon or any supporting documentation).
- 4. Additional Phone Number Verification** - will require an independent search for the phone number of the individual owner signing up for service from First Advantage. If that number is different than the contact number given to First Advantage, a documented call to the individual is required to verify that they are interested in signing up for services with First Advantage. Since the call will be made to a residential number, there may be a delay in the set up of the account due to the individual being at work during the time of the call.