

# PROFESSIONAL BACKGROUND SCREENING PROCESS

## STEP ONE

Applicant **CONSENTS** to background check and **SUBMITS PERSONAL INFORMATION**



## STEP TWO

Screeener **IDENTIFIES APPLICANT** and **PRIOR RESIDENCES**



Removing personal identifiers from public records has unintended negative consequences

## STEP THREE

Screeener checks **RECORDS**



## STEP FOUR

Screeener **SENDS REPORT** to employer or property manager



## STEP FIVE

**APPLICANT MAY DISPUTE**



This provides the consumer a voice in the process

## STEP SIX

Screeener must **REINVESTIGATE ANY DISPUTES**



Including...



and more...

## A Note on Consumer Protections

Professional employment and tenant screeners operate in a controlled, regulated and transparent process pursuant to the Fair Credit Reporting Act (FCRA). The FCRA has several requirements for screeners, including, but not limited to, the following...



**Follow reporting limitations in FCRA and state laws**



**Use "reasonable procedures to assure maximum possible accuracy"**



**Reinvestigate at no cost to the applicant if there is a dispute**

Employers and property managers contract with professional background screeners to ensure applicant screening is compliant with laws and regulations and designed to promote safety in our communities based on the position sought. Once the employer has contracted with a professional screener and certified that they will comply with laws and regulations and have a permissible purpose to request a background check, the employer defines the types of background checks they would like completed and the point in time when the background check will be conducted during the placement process. Then, the above steps occur.