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*The Background Screening Credentialing Council (BSCC) volunteer members drafted the accreditation tip for 2.10 of the BSAAP Standard, version 2.0, effective April 6, 2018. This tip does not constitute a legal opinion of the BSCC.*

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**TITLE: Clause 2.10, Client Required Documents**

*Clause: CRA must have and follow procedures to inform client of specific forms or documents required to complete specific searches.*

Clause 2.10 states: CRA must have and follow procedures to inform client of specific forms or documents required to complete specific searches.

The following is an example of a **Non-Conformity** cited during an audit regarding this clause:

*“Testing of the control activity disclosed that the agency could not provide evidence to verify that sample documents, or notifications informing clients of specific documents which were needed to meet legal requirements regarding employer’s procurement and use of consumer reports were provided to clients for two out of five clients sampled. We expanded our sample by an additional five clients and encountered one further exception.”*

The Audit Criteria for Clause 2.10 of the BSAAP Standard, Version 2.0, Effective April 6, 2018 provides:

*CRA must have and follow procedures to inform client of specific forms or documents required to complete specific searches. Auditor will seek evidence of adherence to policies and procedures.*