

FIRST ADVANTAGE

ENROLLMENT TIPS

To expedite your account setup, please review the following before completing the Agreement for Services. Complete all fields of information. Any fields left blank could result in a delay of your account activation. Your cooperation is appreciated.

Definitions:

End-User – Contractor Company. The contractor company is required by the Plant Owner to perform Background Screens on its contract workers usually prior to site training and/or plant entry. The contractor company will data enter the background orders and will view the report results.

Administrator – Safety Council. The Safety Council is insuring that the Background Screen services are made available to the Contractor Companies in fulfillment of Plant Owner requirements.

FAESC – First Advantage Enterprise Screening Corporation. First Advantage is the service provider of the Background Screens made available through the Safety Council.

Agreement for Services:

Print Clearly in Black Ink

Signature required on:

Agreement for Services, as the End-User

Access Security Requirements

Employer Certification

Schedule B – Pricing

Company Information Form

Grading Matrix

Who can sign the agreement?

First Advantage requires the following:

Corporations, Partnerships or Sole Proprietorships:

CFO, CEO, President, Vice President, Corporate Secretary, Treasurer

LLC:

Managers may also sign in addition to those listed above.

What company phone numbers should be used?

First Advantage will perform a phone verification of the phone number provided on the Client Information Form. Please provide the main phone number for your company so that it can be easily verified.

What email address should be used?

Please provide a company email address. If you only have an email address that's considered a "free service" address (i.e. yahoo, hot mail, etc), please provide a copy of the company's Payroll Tax Deposit Coupon (FEIN) as well as a copy of the Owners' Drivers License.

Site Inspection contact, phone and address?

(See site inspection information sheet.)

Other documents needed to expedite your setup include:

(One of the following):

Copy of Business License

Copy of Articles of Incorporation (that have been signed by Sec. Of State or State Sealed)

Copy of Payroll Tax Deposit Coupon (FEIN)

Also provide:

Copy of phone bill for number provided on the Company Information Form. Bill must include Company Name, Address and Phone Number. The financial portion of the bill can be blocked out. If unavailable, please provide a copy of a Utility Bill (that includes the Company Name and address as provided on the Company Information Form) or a Vehicle Registration (that includes the Company Name).

Companies in business for 18 months or less:

Contact the Council to obtain a copy of the Authorization for Consumer Reports to authorize First Advantage to perform a nationwide criminal search on all Company Owners. Please have all Company Owners complete the Authorization and submit with the Agreement for Services.