

# FAX ORDER FORM

**Fax to:** Premier Employment Screening Services  
**Fax #:** (970) 491-9619 or (800) 355-7941  
**Attn:** Data Entry Dept  
**Phone #:** (970) 491-9655 or (800) 355-7941

**From:** \_\_\_\_\_  
**Location:** \_\_\_\_\_  
**Account #:** \_\_\_\_\_  
**Requested by:** \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_  
(Print Clearly) First MI Last

DATE OF BIRTH: \_\_\_\_\_ SSN: \_\_\_\_\_

PLEASE LIST ANY ADDITIONAL NAMES REQUIRING SEARCHES \_\_\_\_\_

- SOCIAL SECURITY VALIDATION
- I-9 VERIFICATION (Special set up is required)
- CRIMINAL HISTORY COUNTY:  
STATE \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTY \_\_\_\_\_
- CRIMINAL HISTORY STATE :  
STATE \_\_\_\_\_ STATE \_\_\_\_\_ STATE \_\_\_\_\_ STATE \_\_\_\_\_
- CRIMINAL HISTORY FEDERAL:  
STATE \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTY \_\_\_\_\_
- CIVIL SEARCH:       UPPER       LOWER  
STATE \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTY \_\_\_\_\_
- NATIONAL CRIMINAL SCAN
- NATIONAL CRIMINAL SCAN AND NATIONAL SEX OFFENDER REGISTRY
- WANTS AND WARRANTS
- SEX OFFENDER REGISTRY: STATE \_\_\_\_\_ or NATIONAL \_\_\_\_\_
- PATRIOT ACT SCAN
- CPIC NATIONWIDE CANADA CRIMINAL HISTORY SEARCH
- MOTOR VEHICLE DRIVER REPORT: LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_
- EMPLOYMENT VERIFICATION (*Attach employment details*)
- EDUCATION CONFIRMATION (*Attach school details*)
- CREDENTIAL AND PROFESSIONAL LICENSE (*Attach license(s) type, number, state*)
- PERSONAL REFERENCE (*Attach contact details*)
- WORKERS' COMP CLAIMS HISTORY:      STATE \_\_\_\_\_ STATE \_\_\_\_\_ STATE \_\_\_\_\_
- CREDIT REPORT (select credit bureau preference - special set up required): Transunion \_\_\_\_\_ Experian \_\_\_\_\_
- HEALTH AND HUMAN SERVICES REPORT
- MILITARY RECORDS SEARCH (*Attach employer(s) details*)
- DRUG TEST (Special set up required)